FUKIEN
Academic affairs
Rules and regulations
1927, 1929, 1934, n.d.

1927

Bulletin No. 12 A August 1, 1927

Fukien Christian University

Regulations for Admission and Graduation 1927-1928

Foochow China

BULLETIN

OF

FUKIEN CHRISTIAN UNIVERSITY

(COLLEGE OF ARTS AND SCIENCE)

REGULATIONS FOR ADMISSION AND GRADUATION 1927-1928

Note. The Catalogue for the year 1927-1928 is printed only in ~~Chinese as Bulletin No. 12~~. This Bulletin in English ~~is~~ numbered 12 A.

For further information, address

The Dean, Fukien Christian University, Foochow.

Foochow, China
1927

Foreword

As this Bulletin goes to press Fukien Christian University is in the process of applying to the Chinese Government authorities for registration in accordance with the regulations. The necessary alterations in the administration of the institution have been made. Further changes in internal regulations may be required when registration is secured; for the present there has been substantially no change in these. When registration is secured, students who have finished the course will be given a diploma stamped by the Ministry of Education.

Contents

ACADEMIC CALENDAR 1927—1928

1927 Fall Semester (17 Weeks)

September 13	Tuesday	Entrance Examinations.
September 16,17	Fri. Sat.	Registration and Payment of Fees.
September 19	Monday	Classes for the Semester begin.
September 22	Thursday	Confucius' Birthday. *A Holiday.*
October 10	Monday	Independence Day. *A Holiday.*
November 9	Wednesday	Provincial Restoration. *A Holiday.*
November 12	Saturday	Dr. Sun Yat Sen's Birthday. *A Holiday.*
December 25	Sunday	Christmas Day. *A Holiday.* (celebrated Dec. 26, Monday.)
Jan 1, 1928	Sunday	New Year's Day. *A Holiday.* (celebrated Jan. 2, Monday.)
January 11	Wednesday	Last day of Fall Semester.*
Jan 12—Feb 1	Thurs.-Wed.	Mid-year Vacation. (21 days)
January 23	*Monday*	*Lunar New Year's Day.*

1928 Spring Semester (19 weeks)

February 1	Wednesday	Entrance Examinations.
February 3,4	Fri. Sat.	Registration and Payment of Fees.
February 6	Monday	Classes for the Semester begin.
March 12	Monday	Memorial Day for Dr. Sun Yat Sen. *A Holiday.*
April 9	Monday	Easter Monday. *A Holiday.*
April 18	Wednesday	Celebration of the Establishment of the Nationalist Capital at Nanking. *A Holiday.*
May 1	Tuesday	Labor Day. *A Holiday.*
June 16	Saturday	Last Day of Spring Semester.*

*The dates for term examinations and for Commencement Exercises will be announced later.

The Dragon boat Festival when it falls within the semester is an authorized holiday.

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Appointment to be made

Coopted Members

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Rev. Lin Pu Ch'i (*Sheng Kung Hwei*)

Mr. Wang Yung Chung.

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Mr. Lin Ching Jun

Officers

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Advisors to the Commission

Roderick Scott
Norvil Beeman, *Acting*

THE FACULTY

LIN CHING JUN, CHAIRMAN OF THE ADMINISTRATIVE COMMISSION; DEAN ... ... **Political Science**
B. A. Fukien Christian University, 1920; M. A. Oberlin College, 1920; M. A. Harvard University, 1921; Graduate student, Columbia University, 1922-25; Drew Theological Seminary, 1925-26.

RODERICK SCOTT, ASSISTANT DEAN ... ... **Philosophy**
B. A. Haverford College, 1906; M. A., 1907; M.A. Harvard University, 1908; Graduate Student, Columbia University and Union Theological Seminary, 1922-23.

FREDERICK PAUL BEACH ... ... **Psychology**
B. S. (E.E.) University of Michigan, 1898; Student, Oberlin Theological Seminary, 1907-9; Graduated Union Theological Seminary, 1910; M. A. Columbia University, 1910; Graduate Student, Oberlin Theological Seminary, 1916; and Harvard University, 1922.

NORVIL BEEMAN ... ... **Chemistry**
B. A. Oberlin College, 1915; M. A., 1919; Graduate Student, University of Chicago, 1919 and 1924-25.

CH'EN WEN YUNG ... ... **Religion**
B. A. Syracuse University, 1918; M. A. 1919. *On leave 1927-28.*

MALCOLM FISK FARLEY ... ... **English**
B. A. Hamline University, 1921; M. A. University of Minnesota, 1922.

JOHN GOWDY ... ... **History**
B. A. Wesleyan University, 1897; B. D. Drew Theological Seminary, 1902; D.D. Baker University, 1909; D.D. Wesleyan University, 1914; M. A. Columbia University, 1915. *On leave, 1927-28.*

CLAUDE RUPERT KELLOGG. . ... **Zoology**
B. A. University of Denver, 1909; M.A. University of Wisconsin, 1918; Graduate Student, Bussey Institute, 1924-25.

LIN T'IEN LANG... ... ... **History**
B. A. Southwestern College, 1915; M. A. Princeton University, 1916.

FRANCIS CRAWFORD MARTIN ... ... **Physics**
B. Mech. Eng. Melbourne University, 1916; B. Sc. Hons (Eng.) Lond., 1918. *On leave*, 1927-28.

FRANKLIN POST METCALF... ... ... **Botany**
B. A. Oberlin College, 1913; Ph. D. Cornell University, 1923; United States Biological Survey, Department of Agriculture, 1920-23.

CLEMENT MOORE LACEY SITES ... ... **The Bible**
B. A. Ohio Wesleyan University, 1887; LL. B. National Law School, 1890; Ph. D. Columbia University, 1889.

WILLARD JAMES SUTTON ... ... **Chemistry**
B. S. Alfred University, 1917; Ph. D. University of Pittsburg, 1924.

... ... Chinese Literature

CH'EN HSIAO I ... ... Lecturer on Banking
Graduate Fukien Law College; B. A. New York University, 1923; M. A. 1924.

DAVID SHEN HUNG... ... ... Lecturer in Physics
Graduated Tsing Hua College; C. E. Rennsalear Polytechnic Institute, 1924.

AGNES KELLY SCOTT... ... ... Lecturer in Music
B. S. Earlham College, 1913.

LAI JU CHI ... Assistant in Mathematics and Instructor in Physics
B. A. Fukien Christian University, 1927.

OFFICERS OF ADMINISTRATION

The Administrative Commission	Mr. Lin Ching Jun, *Chairman*
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	Mr. C. D. Joseph Sheng
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Assistant Dean	Mr. Roderick Scott
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Assistant Superintendent of Buildings and Grounds	Mr. Cheng Wen Chou
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Assistant Postmaster	Mr. Cheng Teh Fu

GENERAL INFORMATION

Fukien Christian University was founded in 1916 as a union institution (as the Chinese name 協和大學 indicates) of the four missionary societies at work in North Fukien, viz., the American Board, the Board of Missions of the Reformed Church of America, the Board of Missions of the Methodist Episcopal Church and the Church Missionary Society. In 1918 a provisional character was obtained from the Regents of the University of the State of New York. With the help of generous appropriations from the China Medical Board, also begun in 1918, for the teaching of the natural sciences, a special pre-medical course is offered to prepare students for entrance into the standard medical colleges of China. The institution grants the B. A. degree, on completion of four years of study; it is open to men only. The purpose as stated by the founders is "to provide higher education for youth in China under such influences as will develop Christian character and leadership to meet the deeper needs of society."

The University is located at Foochow, on the north bank of the Min River, half way between the city of Foochow and Pagoda Anchorage.

ACADEMIC REGULATIONS

I. Requirements for Admission

A. Admission to the Freshman Class

Formal Application Required of All Students

All applicants for admission to the College of Arts and Science must comply with the following regulations:

(1) They must obtain the regular Application Form, and send the same, properly filled out, to the Dean of the University before the date set for entrance examinations.

(2) They must present a letter of recommendation as to character and scholarship from the principal of the school which they last attended. The recommendation as to scholarship should certify to which third of his class (upper, middle, or lower third) the applicant belongs.

(3) They must send or present a recent photograph of themselves signed by their principal.

(4) They may be required to present their diplomas or certificates.

(5) They must present a statement signed by the principal certifying to the laboratory sciences studied in their middle school, and, when called for, present the laboratory note-book used in the same. College students presenting two middle-school laboratory sciences, are admitted to the College Science courses, students presenting only one science or none at all must make up their deficiencies in courses without credit, which are specially provided for this purpose. These courses are Biology A and B; Chemistry A and B; Physics A and B.

Note:—Application Forms may be obtained from the Dean, Fukien Christian University, Foochow; or, from the person specially designated as Examiner; or, from the principal of the middle school. Provision is made on the Form for items (2) and (5) above.

Entrance Examinations

For purposes of examination for entrance, applicants whose Application Forms have been accepted by the Dean, are divided into two groups:

I. Graduates of Accredited Middle Schools.

II. Graduates of Non-Accredited Middle Schools and students who have had the equivalent of a Middle-School course but without a diploma.

Entrance Examinations for Graduates of Accredited Schools

Graduates of Accredited Middle Schools must pass Entrance Examinations as follows:

1. Mandarin (oral).
2. Chinese Composition.
3. English (oral).
4. English Composition.
5. A Psychological Prognosis Test*. (in English and Chinese).

*A Psychological Prognosis Test is a test which enables the Faculty to predict within reasonable limits the student's probable success or failure in his University studies.

Entrance Examinations for Graduates of Non-Accredited Schools and Others

Graduates of Non-Accredited Middle Schools and students who have had the equivalent of a middle-school course but have, for good reasons, not obtained a diploma, must pass Entrance Examinations as follows:

1. Mandarin (oral).
2. Chinese Composition.
3. English:
   a. Oral English.
   b. English Composition.
   c. English Grammar.
   d. English Literature. Questions on a standard English classic, e.g., Tales from Shakspere, Sketch Book, Robinson Crusoe.
4. A Psychological Prognosis Test (in English and Chinese).
5. Mathematics:
   a. Algebra, through Quadratic Equations.
   b. Plane Geometry.
6. History and Geography:
   a. General History.
   b. General Geography.

7 and 8. Science: Two examinations selected from the following three subjects:

1. Chemistry.
2. General Science.
3. Physics.

NOTE. A student must pass all the entrance examinations in order to be admitted; in special cases, however, a student who is unable to take or pass the examinations in science may be admitted provided he obtains a grade of 3 (C) in all other subjects. In this case he would be required o make up the science in the University without credit.

DATE AND PLACE OF EXAMINATIONS

Students are admitted to the Freshman class twice each year, in the fall and spring semesters. Entrance examinations are held at the end of the previous and at the beginning of each semester. In special cases examinations may be given outside of Foochow; in such cases, consult the Dean for particulars. On the dates of entrance examinations, launch transportation from Foochow to the University and return is provided.

Accredited Schools

Criteria of an Accredited School

A Middle School will be accredited for the admission of its graduates to Fukien Christian University as above. when it formally applies for the same, and when it satisfies the Faculty of Fukien Christian University, (a) that its curriculum is closely approximated to the standards of the Government Educational Bureau for the Junior and Senior Middle School, with the addition of six years intensive work in English, with conversational use of the same; and (b) that the achievement of its students in the upper two-thirds of their class in scholarship in English, Chinese, Mathematics, Chemistry and Physics, is of a quality to permit them to pursue the work in Fukien Christian University with success.

Standard Accredited Schools

The following schools offer a curriculum similar to that described above and their graduates have demonstrated their ability to pursue the University courses with success:

Anglo-Chinese College, Amoy.
Anglo-Chinese College, Foochow.
Foochow College, Foochow.
Talmage College, Changchow.
Trinity College, Foochow.
Westminister College, Chuanchow.

Schools with Provisional Accrediting

Several schools are accepted as provisionally accredited, pending completion of agreements to bring the curriculum up to standard and pending such time as it shall be reasonably certain that their graduates can pursue successfully the University course,

These schools, for 1927-28, are:

Chip Bee Middle School, Amoy,
Guthrie High School, Hinghwa.
Hanmei Academy, Shaowu.
Nathan Sites Middle School, Yenping.
Y.M.C.A. Middle School, Foochow.

Non-Accredited Schools

Schools not in the above lists desiring to become accredited to the University should present evidence that their curriculum is capable of giving their graduates preparation equivalent to the standard. Correspondence with the Dean is invited.

B. Admission with Advanced Standing

(1) From Junior Colleges: Applicants for admission with Advanced Standing from Junior Colleges must, in addition to satisfying the requirements for admission to the Freshman Class, present a transcript of work of collegiate grade certified by the proper official of their Junior College. To obtain the desired Advanced Standing, they must pass examinations in the subjects offered.

(2) From Standard Colleges: Applicants for Advanced Standing for work done in other Standard Colleges must present satisfactory credentials from their former institution. No examinations will be required, but adjustments may be made in the credits offered to fit the special requirements of Fukien Christian University for graduation.

C. Special Students

A limited number of special students may be admitted, on the approval of the Dean. Such special students must comply with all the Requirements for Admission. Tuition fees of $2.00 per credit hour are charged these students.

Chinese Requirement of Foreign-born Chinese and Other Nationals

Foreign-born Chinese and other nationals may by previous arrangement be admitted on presenting credits equivalent to those of other applicants. For graduation they may present credits in some other language, English excepted, which are equal in number to the credit required in Chinese in the University Requirements for Graduation.

Correspondence Courses for Graduates

A limited number of graduates may be admitted to the Correspondence Course in English Composition, for which the Dean should be consulted.

Medium of Instruction

Instruction is bilingual, in Chinese (Mandarin) and English.

ACADEMIC REGULATIONS

II. Fees

Regular Fees

The following fees are to be paid by all students at the opening of each semester, on Registration Day:

1.	Tuition Fee	$25.00
2.	Dormitory Fee:	
	A. Gardner Hall Memorial Dormitory	5.00
	Key deposit for same	1.00
	B. Temporary Dormitories	3.00
3.	Electric Light Fee	5.00
4.	Medical Fee	1.00
5.	Athletics Fee	1.25
6.	Student Republic Fee	1.75
	Total	$37.00—$40.00

Additional Fees

1.	Laboratory Fees:	
	(1) Breakage deposit in each laboratory course in each semester (unexpended balance refunded at end of each semester)	$3.00
	(2) Fees for materials used in laboratory courses according to the following scale:	
	A and B courses	3.00
	I and II "	5.00
	III, IV, V, VI courses	6.00
	Advanced courses, special fees.	
2.	Fee for Chinese Syllabus. For each course	1.00
3.	Fee for Piano (Music VII, VIII), each semester	5.00
4.	Diploma Fee, for Seniors, payable May 4	10.00
5.	For late Registration or late payment of Fees	2.00

In no case will fees be returned to any student who leaves the University after paying the same.

Text-books

Students must purchase the required text-books.

Board

The Student Union Boarding Department supplies board at $6.50 per month.

A Student's Expenses

The total expenses of a student vary from $250 per year to $400 per year. These expenses include:

		Low	Medium	High
1.	Regular fees	$74	$80	$80
2.	Additional Fees	18	40	40
3.	Books, Stationary	40	50	50
4.	Board	60	60	60
5.	Personal Expenses*	58	100	170
	Totals	$250	$330	$400

*Personal expenses include clothing, laundry, medicine, travel from home and return, local travel, social obligation, subscriptions, recreation.

ACADEMIC REGULATIONS

III. Requirements for Graduation

The Degree

The degree of Bachelor of Arts, or the B.A., is given by the Regents of the University of the State of New York upon recommendation from the Trustees of Fukien Christian University. A diploma fee of $10.00, Chinese currency, is charged.

Candidates for the degree who have completed the following Requirements for Graduation are recommended by the Faculty to the Board of Trustees.

I. Credit Hours and Credits Points

The candidate for the degree must have completed 130 credit hours and secured 88 credit points.

A credit hour represents three hours of work, i. e., recitation, lecture, or laboratory, and the preparation necessary for the same.

A credit point is given for every credit hour of work in which a grade of 3 or higher has been obtained (see the Grading System, page 21). Thus for two hours at a grade of 2, six hours at a grade of 3, and eight hours at a grade of 4, a student would be given 8 credit points.

The standard requirement per semester in credit hours is, Freshman, 17; Sophomore, 16; Junior, 16; Senior, 16.

2. The Course of Study

The candidate for the degree must select his studies according to the following plan.

The subject matter of undergraduate study is divided into six related groups of courses. The first year's work of each of these groups taken together constitutes the foundation of a liberal education, i. e., an education in arts and science, and is therefore required. Subjects in addition to these fundamentals are elective.

The Six Required Groups

1. Chinese Language and Literature.
2. English Language and Literature.

3. History or Political and Social Science.
4. Psychology and Education.*
5. Biology, Chemistry, or Physics.**
6. Biology, Chemistry, or Physics.**

The Elective Departments

1. Art and Comparative Literature.
2. The Christian Religion (*Major offered.*)
3. French.
4. Mathematics.
5. Music.
6. Philosophy (*Major offered.*)

*Psychology I, 3 hrs., is open to Sophomores and is a pre-requisite to all courses in Education.

**Mathematics I-II is required of all premedical students; and of students taking a second year in Physics, namely Physics III-IV; it is recommended for students taking Physics I-II and Chemistry I-II.

Requirements

i. Introductory Course

As a course introductory to his entire study, each student is required to take the orientation course, Philosophy I and II.

ii. One Year's Work

As a foundation to a liberal education, each student is required to do one continuous year's work in one subject belonging to each group. In Group 2 an additional semester of English Composition is required for students whose grade in English IV is 3; and an additional year for those whose grade is 4.

iii. A Second Year's Work

In further pursuance of the foundation study, each student is required to take a second year's continuous work in four of the groups, the work to be consecutive in subject with that elected for the first year's work. If any elective subject (see below) is pursued for two years, the second year requirement just stated may be limited to three groups.

iv. The Major Subject

Beginning with his Junior year, the student must select a Major Subject from the studies chosen for the second year's work and complete two more year's work in the same. The Major subject shall include 30 credit hours. A Major may be chosen from the elective departments, when offered by the same.

v. Electives Courses

When the student's schedule of required courses permits, he may choose courses from the elective departments. A second year's work in one of the elective departments may be substituted for one second year's work in a required group; and a major may be taken in an elective department, if offered by the same.

Typical Registration

The following diagram gives the first year course.

Freshman Year		Credit Hours Fall-Spring
Required		
Philosophy I—II		2—2
Chinese I—II	(*Group 1*)	2—2
Chinese III-IV	(*Group 1*)	1—1
English I—II	(*Group 2*)	2—2
English III-IV	(*Group 2*)	2—2
Biology I—II or Chemistry I—II or Physics I—II	(*Group 5*)	5—5
Elective		
Religion I—II or/and	(2—2)	2—2 or
History I—II (*Group 3*) or	(2—2)	4—4 or
Mathematics I—II	(3—3)	3—3 or
	Total	16—16 or 18—18 or 17—17

3. The Residence Requirement

The candidate for the degree must have been in residence at Fukien Christian University at least two semesters immediately preceding candidacy.

4. Character and Fitness

In addition to the above requirements, all candidates for graduation must be approved by the Faculty as to their character, and other fitness to receive a degree.

Graduate Standing Abroad

Students going to American colleges from Fukien Christian University have been ranked in every case as classified by the latter. Such institutions as Oberlin College, the University of Southern California, Columbia University, etc., have taken the diploma of Fukien Christian University as admitting students to graduate courses.

ACADEMIC REGULATIONS

IV. The Premedical Course

The China Medical Board of the Rockefeller Foundation by a liberal grant has enabled the University to develop its Science Departments very adequately. This grant was made with the understanding that the University offer such courses as are necessary for students planning to enter high-grade medical schools in any part of the world.

The University feels that students preparing for the practice of medicine should hold the Bachelor of Arts degree. Nothing less is adequate foundation for the exacting studies of the medical course; nothing less is adequate preparation for the services the doctor is called upon to perform in society. On this account, for students who select the Premedical Course, as described below, the Premedical Requirements become a part of the regular requirements for the degree.

On the other hand, students who desire to do so may complete the premedical requirements in *three years*, as indicated below. The decision to do this however, must be made on entering.

The Premedical Course is not essentially a separate course of study, but requires a somewhat special distribution of subjects to meet the special requirements of the medical schools. The conditions of admission are, therefore, the same as for the regular course. The requirements for graduation are the same in regard

to number of credit hours, number of credit points, residence requirement, and general fitness. The Premedical Course differs from the regular course in having a slightly different list of groups, in requirements in each group by total hours instead of years, and in having no Major Subject; there are fewer hours available for electives than in the regular course.

Choosing the Premedical Course

The student who is at all interested in making medicine his life-work should in all possible cases decide on the Premedical Course *on entering the University*.

On the other hand, so close is the connection between the regular and the Premedical Courses that a student may delay his selection of the latter until his Sophomore or even his Junior year, and still be able to complete the Premedical Course in the usual time, though in some cases this would be easier than in others.

If a student wishes to change from the Premedical Course to the regular course, he must make the necessary adjustments to fulfill the regular Group requirements and to obtain a Major.

The Premedical Groups with Courses a Total Number of Hours Required in each Group

Premedical Requirements.	
1. English I, II, III, IV, VII, X	12
2. Chinese I—VI	10
3. Mathematics I—II	6
4. Biology I—II; Zoology I—II; Botany V; Zoology V	22
5. Chemistry I—II, III—IV, V—VI	30
6. Physics I—IV	20
7.* (a) Psychology and Education (9 credits) or (b) Sociology and Economics (9 credits) or (c) French I—IV (10 credits)	10
Additional Requirements for the Degree	
If (a) is not chosen, Psychology I	3
If (b) is not chosen, Social Science III	3
8. Philosophy I—II	4
Electives	10
Total	130

*The requirements of entrance into Peking Union Medical College permit a choice of these three groups and also of 10 hours in Physical Chemistry and Higher Mathematics.

Typical Premedical Registration

1st Year		2nd Year		3rd Year		4th Year	
Eng I-IV	8	Eng VII-X	4	Zool V	2	Zool I-II	8
Chin I-IV	6	Chin V-VI	4	Chem III-IV	10	Bot V	2
Math I-II	6	Biol I-II	10	Phys III-IV	10	Chem V-VI	10
Chem I-II	10	Phys I-II	10	Soc III	3	Electives	12
Phil I-II	4	Psych I	3	Subjects			
		Educ IV or elec.	3	from Group 7	7		
	34		34		32		32

The Three-Year Premedical Course

1st Year		2nd Year		3rd Year	
Eng I-IV	8	Math I-II	6	Eng VII-X	4
Chin I-IV	6	Chem III-IV	10	Chin V-VI	4
Biol I-II	10	Phys I-II	10	Zool I-II	8
Chem I-II	10	Zool V	2	Bot V	2
		Group 7	6	Chem V-VI*	8
				Phys III	5
				Group 7	3
	34		34		34

*Note. Laboratory periods of Chemistry VI omitted.

ACADEMIC RELATIONS

V. The System of Grading, Classification of Students and Rules of Attendance

The System of Grading

The grades used in Fukien Christian University are 1, 2, 3, 4, and 6... The grade of 1 is reserved for students who go beyond the requirements, who do additional reading or creative work in their subjects. The grade of 2 is given to students who faithfully do the required work. The grade of 3 represents average work. The grade of 4, passing. The grade of 6, failure.

Credit Point

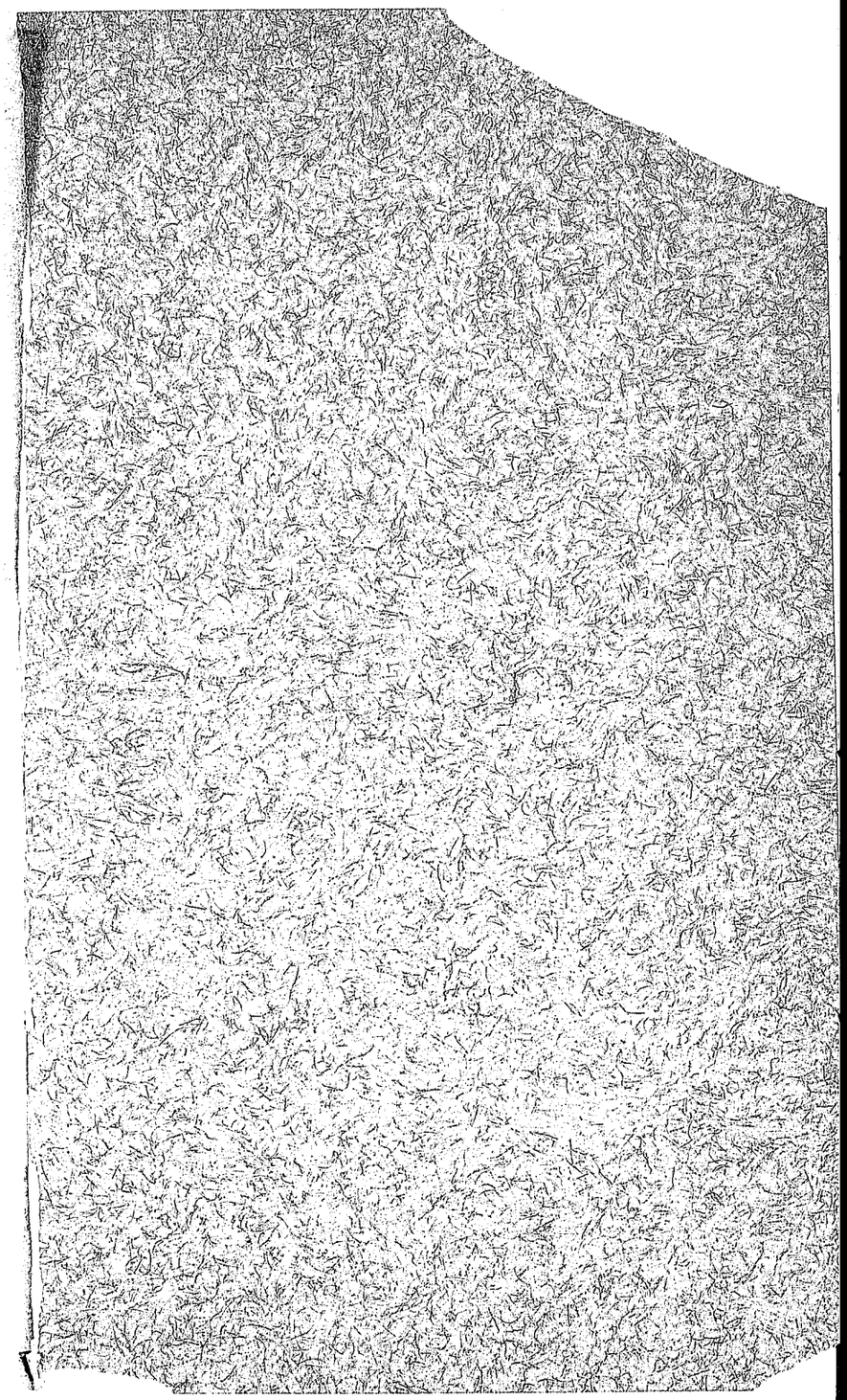
One credit point is given for each hour of work in which the grade obtained is 1, 2, or 3. Thus, a five-hour course in which the grade of 2 was obtained, gives the student 5 credit points. 88 credit points, that is, two-thirds of the required credit hours, are required for graduation.

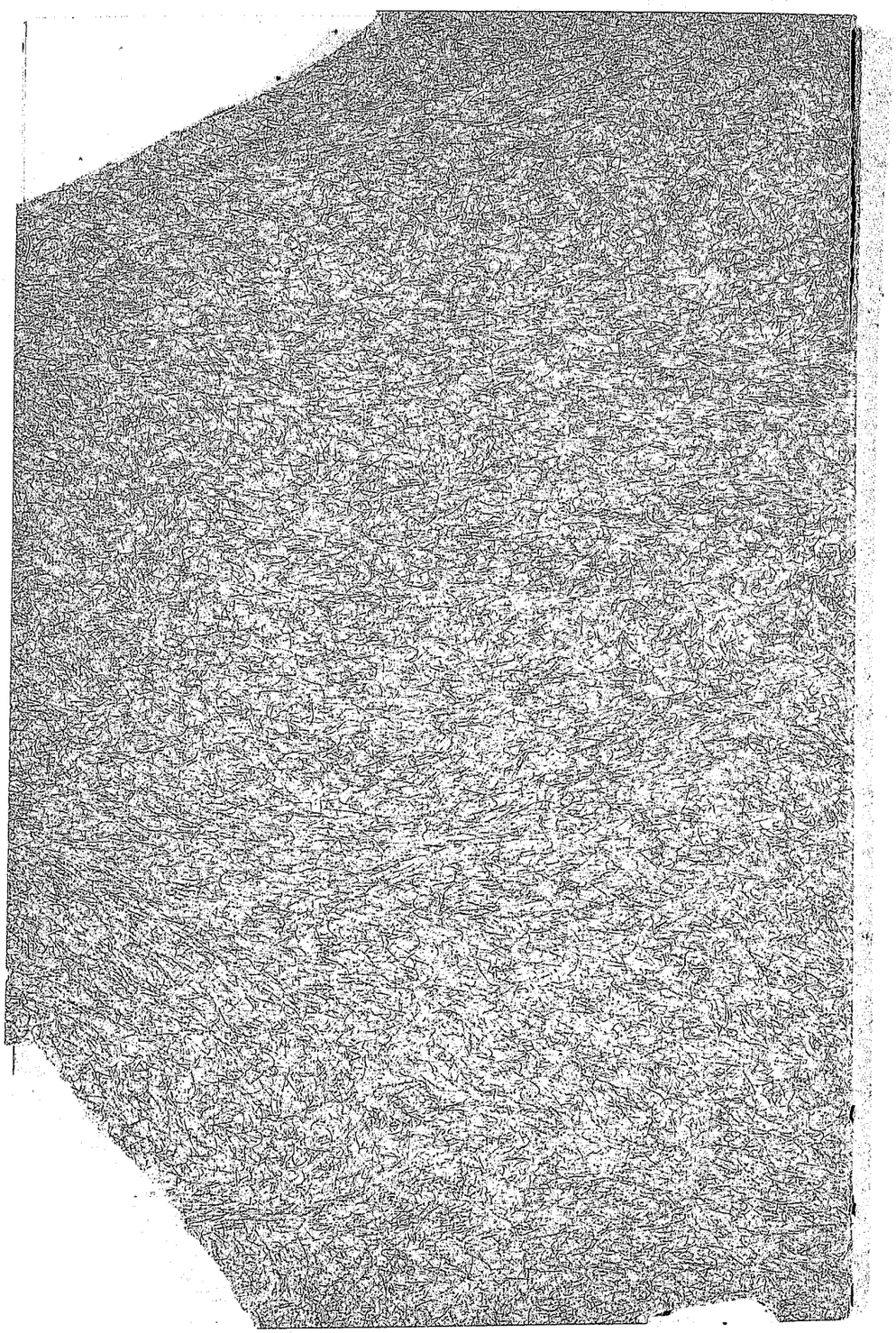
No student will be recommended for transfer to another institution whose total number of credit points at the end of any semester is less than two-thirds of his total credit hours earned. Thus a student with thirty-four credit hours and only twenty credit points would be given an honorable dismissal, if his character had been satisfactory, but no recommendation.

Classification of Students

Students of the first year are ranked as Freshmen; students who have obtained thirty-four credit hours, as Sophomores; students who have obtained sixty-six credit hours and *forty-four credit points*, as Juniors; students with ninety-eight credit hours as Seniors.

Students who do not obtain Junior ranking (66 hours; 44 points) in five terms are dropped from the University. Ten terms is the maximum residence for any student.





FUKIEN CHRISTIAN UNIVERSITY

ITS RULES & IDEALS

First Issue

1929

Every student is held responsible for knowledge of the regulations contained in this book.

Foochow, China
1929

Foreword

The Philosophy of Rules at F.C.U.

The purpose of the college is to prepare the student for social leadership. The college graduate should be a citizen with his mental powers trained and devoted to noble ends; he should possess intelligence, character, and the cooperative spirit.

Higher education consequently requires an atmosphere of freedom; but such freedom must in turn be balanced by a sense of responsibility; this double relationship is expressed by the word, *honor*. College students are expected thus to be guided by the underlying principles of honorable living in all situations, whether covered by definite rules of not. The spirit of the law is obeyed, not merely the letter.

It is assumed that students mature enough to study in a University will have a sense of responsibility for their own conduct and for the rights of other people; and that they will strive so to act at all times as to reflect credit on their Alma Mater.

College students should not need rules to govern their conduct or limit their behavior. They are learning on the contrary to make their own rules, i. e. to control and govern themselves; for the roads to intellectual and moral success and leadership are self-education and self-direction.

Yet rules and regulations must exist. Some rules exist for the sake of efficiency, the shortest and simplest way to do something. Some rules exist for social welfare. Some rules exist for guidance and education. But more important than the rules is it that the rules be understood, that the principles on which they are based be clear, that a student see that reasons may be given for rules, so that he in turn may learn to render reasons for what he does. To these ends the rules, regulations, and explanations of the guiding principles of campus and class-room life at Fukien are here presented.

Only students willing to live in an atmosphere of freedom and able to recognize such principles of responsibility and cooperation should come to F.C.U. It is assumed that students who do come to F.C.U. do so because they wish to live in the F.C.U. 'family', to enjoy its privileges and to accept and take part in its responsibilities.

Contents

I. Care of Property & Health

The following regulations for the care of property and health express the responsibility of each student for the welfare of the whole student body; and for the property and good name of the University, i.e. for the principle of democracy in campus life.

I. Care of Property

1. General Care of Property

Students are expected to cooperate with the University authorities and servants in keeping the campus and halls neat and orderly. They will not throw water or waste paper out of the windows or on the ground, or deface the buildings or class-rooms. They will report any damage they may have done to buildings or furniture, or to dishes in the dining-room and arrange to pay for the same. They will not appropriate for private use any articles established for public use, such as articles of furniture, electric light bulbs, chalk, hymn-books, library books, etc.

2. Fire Risk

(1) Owing to the fire risk involved, no stoves or other cooking devices may be used in the dormitory rooms.

(2) For the same reason a student may not tamper with the electric light fixtures in his room or in the halls. If these are out of order, the fact should be reported to the Business Manager.

(3) Students in general will cooperate with all other persons on the campus in the avoidance of all kinds of fire risk.

II. Life in the Dormitories

1. Choice of Rooms

Dormitory rooms are drawn by lot according to seniority of class-standing, taken by terms. The choice takes place on the second registration day of each term, under the supervision of the University Business Manager. No student may choose a room until all his fees are paid. After a room has been chosen, no change may be made without the approval of the Business Manager.

2. Room Furniture

Appropriate furniture is supplied each student when he takes a room. Injury to this furniture during a student's occupancy must be paid for by the student, and will be so charged after inspection by the Business Manager.

3. Electric Lights

Electric lights are supplied to each student. When the bulbs burn out, new ones may be obtained free of charge, upon return of the burned-out bulbs to the Business Manager.

4. Visitors

Overnight visitors, whether relatives or friends of students, must be reported to the Business Manager *in advance*.

5. Tradesmen

Peddlers, washermen, and others are not permitted free access to the dormitories, unless licensed by the University Business Manager.

III. Care of Health

1. Physical Examination

All new students and such old students as seem to need it or desire it are given, free of charge, a thorough physical examination at the opening of each term. No student is expected to register whose health will not permit him to take full work.

2. The University Physician

The University Physician makes regular visits, to attend cases of illness contracted during the term. Treatment is free, but medicines prescribed are charged. Cases of illness occurring between the doctor's visits should be reported to the Dean or to the Chairman of the Faculty Committee on Health Conditions.

3. Severe Illness

Light cases of illness are treated in the students' rooms. Severe cases are sent to one of the Foochow hospitals at the student's own charge, Students who wish to return home on account of illness should in all cases report to the University Physician and the Dean before doing so.

II. Academic Rules.

Rules Governing Study

The chief business of a student is study. The following rules and principles, it is believed, combine the ideals of efficiency, control and freedom fundamental to a student's successful pursuit of higher education.

The Committee on Academic Relations

This Committee is the Standing Committee of the Faculty which is empowered to consider and to recommend all Academic Rules. *The Dean* is the executive officer to administer these rules.

Petitions

Students who wish to make requests of the Committee on Academic Relations will do so in the form of *written* petitions addressed to the Committee and handed to the Dean.

I. Admission to the University

The regulations for admission are given in detail in Bulletin No. 14 A; here they are merely summarized.

There are two ways of obtaining admission to Fukien Christian University:

(a) Into the Freshman year, first term, by examination.

(b) With advanced credit, by transfer.

1. Requirements for Admission applicable to both Freshmen and Transferred Students

(1) Formal Application and Fee

The applicant must present to the Dean of the University the desired information concerning himself, his studies and his character on regular forms properly filled out by both the student and his principal or dean, together with a recent photograph and the fee of $2.00. When the applications have been approved, the student will be informed of the fact and will then be permitted to take examinations in the case of Freshmen or register for classes in the case of transferred students.

(2) Character and Fitness

The applicant must be certified by his school principal or college dean to possess the maturity, the seriousness of purpose and the moral fitness to assume the responsibilities and to profit by the freedom of higher education. New students must also bring a guarantor's statement on Registration Day.

(3) Health

On Registration Day new students are given a thorough physical examination. Students with marked physical defects or contagious diseases are not permitted to register until these are removed or cured.

2. Additional Requirements for Freshmen only.

(1) Educational Requirement

The applicant must have completed the standard Junior-Senior Middle School course, with diploma.

(2) Entrance Examinations

The standard entrance examinations are: i. *Written*, Chinese and English Composition, which may be given to students at their schools; ii. *Written*, Chinese and English Vocabulary or Intelligence tests; and iii. *Oral*, examinations in the use of Mandarin and English, together with a personal interview, which are given only at the University. (For dates see the Bulletin.)

(3) Exceptional Cases and their Treatment

i. The case of a student who has graduated from a middle school not considered standard. Such a student is given in addition to the Standard Tests, a Comprehensive Examination designed to embrace the chief subjects of a middle school course.

ii. The case of a student who for good reasons has dropped out of school and feels that he must apply for admission to the University without a diploma; such students are given the Comprehensive Examination (as well as the Standard Tests) described above. They should prepare themselves for the same by private study, and they should not attempt these examinations until they feel fully prepared.

Too much emphasis can not be laid on the importance of a broad, sound foundation for higher education obtained by an applicant *in school;* nor on the maturity required for college study. Hence in no case will a student who has dropped out of school be admitted in advance of the date on which the class of which he was a member in the school will graduate.

iii. The standard English requirement is six years. Students with less than this amount who desire to enter the University and pursue major studies which employ Mandarin as a medium of instruction (viz., Chinese Literature, Language and Philosophy, and the Social Science) will be given an English reading test only, as a substitute for the usual English vocabulary and composition and oral English tests. Such students will be expected to present a superior quality of Chinese instruction.

iv. There are no 'special' students; no students admitted 'on conditions'; no students admitted 'on trial'. Every student must qualify for the requirements for Freshmen or for transferred students.

(4) Science Requirement

The standard middle school course will give two laboratory sciences; students who are not graduates of such schools must take entrance examinations in two sciences (as part of the Comprehensive Test). If they pass the comprehensive test, they will be admitted to college

sciences even though they may not have had any laboratory study, for in future the so-called sub-freshmen sciences will not be given.

3. Additional Requirements for Admission with Advanced Credit by Transfer

(1) The Principle of Transfer

Studies presented for transfer from other colleges or universities recognized by Fukien Christian University are accepted at face value with certain adjustments, made necessary by the particular graduation requirements of the latter institution.

(2) Adjustment of transferred credits

i. Total number of transferred credits. This is adjusted on a proportional basis. Fukien requires 120 hours for graduation; if another university requires 140, a student transferring from that institution receives in Fukien 12/14 as many hours as he offers for transfer to make them equal to the Fukien credits.

ii. Transferred students conform to the requirements of the current year.

iii. Courses required by Fukien and not already taken by the student in the college from which he comes will be required.

(3) Exceptions

i. Studies presented for transfer from institutions not recognized by Fukien will be accepted only after examination.

ii. Credits with grade 4 offered by either class of student may be refused credit at Fukien.

iii. All courses marked 'conditioned' or 'incomplete' will be refused credit at Fukien.

iv. Courses for which there is no equivalent in the curriclum at Fukien may be rejected.

(4) Classification

i. Pending final decision by the Faculty as to the exact classification of transferred students in view of the above conditions, such students are listed in the Register of Students as 'unclassified'.

ii. As already stated, transferring students must conform to the same requirements as to application, forms, photograph, fees, fitness and health as Freshmen students. If these requirements are satisfied, transferring students may be admitted as unclassified even before their formal statements of credits are received.

II. Registration and Promotion

1. Fees

See the Catalogue. All fees must be paid in advance. No fees are refunded.

2. Registration

(1) Standard Registration

i. The term has 18 weeks. The maximum regular week is *15 hours*. The reduction to this

standard is made in order that the student may do more intensive work, especially in reading and independent study. The rule is intended to be very strictly observed, for the over-eager student must often be protected from himself. Permission to take more than 15 hours will be granted only in exceptional cases and to students of the highest scholastic record.

ii. *A credit hour* is defined as the recitation, lecture, or laboratory hour plus the preparation required for it up to a standard of three and a half clock hours. A student doing 15 credit hours is thus expected to study or do laboratory work for an average of 37 1/2 hours per week.

iii. A student whose total credits are not so determined as to place him in one of the four regular classes is listed as 'unclassified.'

iv. A student who is permitted for any reason to register for less than 13 hours must pay tuition at the rate of $3.00 per hour.

v. No student is given his class-admission cards, or class-tickets, until all his fees are paid.

(2) Change of Registration

Changes in registration are permitted up to the tenth day after the first day of recitations of each term; they must be made with the approval of the Dean; a charge of $0.50 is made for each change. After the tenth day, if a student wishes to drop a course, he must obtain the approval of the Dean and the instructor in question; if such

approval is not obtained, a dropped course is given automatically the grade of 6. The tenth day is similarly the last day for registration.

(3) Completion of Required Studies

All fundamental and first concentration group requirements must be completed by the end of Junior year.

(4) Summer-school credits

Credits obtained in approved summer-schools will be accepted for graduation, except that: i. Such credits are not counted toward the major subject and ii. Such credits must be obtained in a summer preceding the date of a student's graduation. Students planning to do summer school work should consult with the Dean *in advance*.

3. The System of Grading

The Philosophy of Grading at Fukien

The grade marks are not rewards for good work; nor punishments for poor work; they are marks, or signs, to indicate and record the *quality* of work a student does. A student indeed ought to be able to assign his own grades, for he ought to know the kind of work he is doing; whether it is poor, or average, or faithful, or original. It is foolish therefore to talk about "working for grades" or not "working for them." A student works for success, or else he does not care how he works. Of course, even a student with a serious purpose, will meet obstacles, such as poor

health, absences, difficult subjects, poor foundation courses, lack of interest; but these obstacles must be reckoned with and overcome just as similar obstacles are reckoned with and overcome all thru a person's life.

Explanation of the System

(1) The grade marks are 1,2,3,4,6. 1 marks originial, creative, superior work. 2 marks good work without original quality. 3 marks average work, without either originality or excelence. 4 marks a minimum of acceptable knowledge or interest; 4 is thus the 'passing' mark. No student engaged in higher education should do much work of this quality; indeed in Fukien only one third of a student's grades may be of this mark (see also the rule for major studies). But the mark exists to provide for some of the obstacles mentioned above. 6 marks failure: the student has not understood the subject, has not responded with recitation or discussion, has not done the assigned papers or laboratory experiments, or has been consistently dilatory in doing them; a required course for which a 6 has been given, must be repeated.

(2) There is no '5' or 'condition' grade. If the grade '4' cannot conscientiously be given by the instructor, there is no other alternative than a '6'. See Incomplete, below.

(3) The mark, INC, or Incomplete, is given when the assigned work, papers, experiments, reports, reading, examinations, etc., have, for proper reasons, not been completed at the end of the term. The instructor will give the student a reasonable time to complete his work; if it is not completed within the limit set, it receives the grade 6.

(4) Since the grades mark the quality rather than the quantity of a student's work, no percentage or plus-and-minus marks are recognized.

(5) An hour of credit with a mark of 3, 2, or 1 is called a *credit point*. As already stated two-thirds of all a student's work must be of credit-point quality and all the courses in the major study must be of credit-point quality, i. e. be grades of 3, 2, or 1.

(6) The student's grades, credit hours and credit points are recorded in the Registar's Office and given each term to the student in his *Course-book*. The term record contains also the average grade; this is obtained by multiplying the number of credit hours by the grade in a given course, adding these sums and dividing by the total number of hours involved. This average has little significance, except to indicate a student's progress. Additional copies of the course-book are furnished at a charge of $0.50.

4. Ranking

30 hours of credit ranks a student as a Sophomore; 60 as a Junior; 90 as a senior; 120 hours are required for graduation.

5. Rules Governing Absences

(1) *Absence from class work*

(a) Penalties for absence

Penalties for absence from class work are administered by the instructor of the class, not by the Dean, as follows:

i. For a total number of absences from a class equalling approximately two weeks' attendance on that class, the final grade may be reduced one step, e. g. from 2 to 3.

ii. For a total number of absences from a class equalling approximately four weeks' attendance, the final grade may be reduced two steps, e. g. from 2 to 4.

iii. The *reasons* for a student's absence from class, whether regarded as 'good' reasons or 'poor' reasons, have no bearing on the application of the penalties. An absent student is not present; he is thus deprived of the benefits of class or social study, and the stimulus of the personalities of his teacher and classmates; he fails to follow the continuity of progress indicated by a series of assignments or experiments; he is, in short, not getting educated; the reduction in grade indicates this deficiency.

iv. Specifically assigned work missed during a student's absence should be made up, as failure to do so would reduce the final grade still further. An instructor will give a reasonable time for this purpose.

v. The total number of absences counted begins with the first day of registration of the term. A student who registers late or who pays his fees late has thus already begun to be absent.

(b) Prolonged absences

i. A student who has been absent continuously for four weeks must petition the Dean and obtain permission to return to his studies.

ii. A student absent six weeks or more is not permitted on any account to take his final examinations or return to work.

(2) *Absence from Examinations*

(a) When a student is absent from a regular announced monthly test, he must pay a fee of $1.00 before he will be allowed to make up the same. Arrangements are made with the instructor, not the Dean. If dissatisfied with the student's reasons, the instructor may refuse to repeat the test.

(b) Absence from final examinations with the privilege of making up the same will be permitted only when applied for in writing *in advance* and then only when good reasons are given.

(c) Such postponed or 'make-up' examinations must be taken at the opening of the next term following, and during the entrance examination period. Failure to appear shall be equal to failure in the course. A fee of $2.00 each is charged for such 'make-up' examinations.

(3) *Absence from Required Gatherings which are not Class work*

A record of attendance is kept for Convocation, Drill, or other required gatherings. When any student exceeds a reasonable number of absences from these gatherings, he is warned of the fact by the Dean; if he persists in being absent he is reported to the Faculty for special treatment.

(4) *Non-application of the Absence Rule*

When individual students or groups of students are absent from class-work or the required gatherings because they are officially representating the University, the above rules do not apply to their absences. That is, the absences are *not recorded* by the instructor or the Dean. Such non-recorded absences are called *free-cuts*. The recognized activities are: athletic contests, glee-club trips, YMCA Conferences, scientific expeditions. Certified lists of the students absent for these purposes must be presented to the Dean. Work lost by such absences must of course be made up.

(5) *Notification of absence*

Students planning to be absent from the University more than a few days should inform the Dean of the fact, so that inquiries concerning them may be answered.

(6) *Tardiness*

One tardiness to a class or laboratory hour of more than ten minutes shall count as one-half an absence; two as one absence.

6. Examinations

(1) Daily, weekly, or monthly tests or quizzes are given at the discretion of the instructor. Monthly tests close on the 50-minute bell; after that no paper should be accepted.

(2) Final or term examinations, or final papers are given in all courses. Final examinations are regularly three hours long, and take place from 9:00 a. m. to 12:00 m. and from 1:30 to 4:30 p. m.

(3) The instructor may decide what percentage of the final grade the term examination or other tests or papers or laboratory work, shall count.

(4) There is no 'honor-system' governing final or other examinations, except that the custom has grown up of placing juniors and seniors, as having achieved self-governing discretion, on their honor in examinations. In all cases no books or papers should be brought to the examination room.

III. Graduation

1. Requirements for Graduation

(1) *Credit-hours and credit-points.* 120 credit hours, the equivalent of eight term's residence; and 80 credit points. (For definitions of credits and points see above).

(2) *Residence* at Fukien Christian University for the last year of study.

(3) *Character and fitness for graduation.* If a student fails to display the development in character and purpose indicated by his recommendations on entrance, he may be dismissed at any time from the University.

(4) *The Course of Study.*

The Philosophy of the Requirements for Graduation at Fukien

The function of the college is to train the young citizen for social leadership and cooperative service, to be a leader at some points and a follower at others. (See below, on Student Activities). The Graduation Requirements deal primarily with the intellectual aspects of that training, though of course also with the character aspects. The trained citizen must have knowledge, and training in the use of that knowledge and in the methods of acquiring more knowledge and more training. He must be able to meet the problems of life with intelligence, i. e. with the

right information and the right methods; he must meet them with confidence, he must have developed a right philosophy of life; he must know how experience is to be interpreted; he must be trained partly at least for individualized service, he must have a vocation. It seems to the Faculty at Fukien that these ends can be best attained by distributing the departments of higher education according to the following system of relationships and requirements. (For details of requirements the student is referred to the Catalogue)

1. *Foundation studies,* giving breadth. These are divided in turn into:

(1) *Survey or Orientation courses,* required of all students, including the Introduction to Human Civilization and the Story of Chinese Civilization.

(2) *The Five Fundamental Groups,* the first year of each is required of all students. These groups embrace the main fields of human interest. They are:

1. The Student's Own Speech. The Mother Tongue. Chinese I-IV.

2. Man in Society. The Social Sciences. The first year consists of a choice of two from Economics I, Political Science I, and Sociology I.

3. Man's Instruments (his Body and Mind). The Instrumental Sciences. The first year consists of Psychology I and Education III or IV.

4, 5. The Basic Conditions of Existence. The Physical Sciences. The first years consist

of a choice of two from Biology I-II, Chemistry I-II, and Physics I-II.

(3) *The Three Elective Groups.* Here are included fields of great interest and significance, but ones that do not lend themselves so easily to universal requirements.* These groups may be used for selection of Concentration Studies. They are:

6. The Theory of Measurement. Mathematics.

7. Foreign Languages and Culture. English. Japanese, French, Comparative Literature.

8. The Interpretation of Life. Philosophy. Religion. Art. Music.

2. *First Concentration studies,* giving depth, with some preparation for dealing with the problems and resources of the fields chosen. The student selects four groups from the eight and pursues each for two years.

3. *The Intensive study or Major,* giving the mental power that comes from mastery of a special field and preparing for individualized service or vocation. The student selects one of the groups chosen for concentration studies and pursues it for two more years, up to a minimum of 30 credit hours. The Major should be chosen

*Note—Math. I-II are required for majors in Premedical, Physics, and Chemistry; Eng. I-II, III-IV, for Premedicals, and at the discretion of the departments, for majors in Physical Science, Psychology, Education, and Philosophy; French I-IV is an optional requirement for Premedicals.

at the end of Sophomore year on consultation with the Dean and the head of the department concerned. The professors in the department in which the student has chosen his major become his advisors; their approval of his further choice of studies must be obtained. The Major may be a single major, i. e. a single subject, or a multiple major, combining related subjects and including one or more of the concentration studies.

Of course it is impossible fully to prepare a student for a vocation in his undergraduate days. There are other things to be done, preparing to make a life as well as a living; in some cases, the main preparation can be only prevocational, as for example, for Medicine; much of a person's training for a vocation is learned 'on the job'; finally, few students know completely what they want to do or what circumstances in the future may compel them or opportunities offer them to do. But the vocational aspects of the cultural or liberal arts studies of the undergraduate college should certainly be emphasized.

4. *The Premedical Course.* This consists of the course of study preparing a student to enter a high grade graduate medical college. For the special Premedical Groups and requirements, the student is referred to the Catalogue. A multiple Premedical Major is permitted.

5. *Elective studies.* Besides following the principle of election evident in the above freedom of choice, the student may devote a few of his alloted hours to studying any course he wants to.

6. *Change of the major.* A student may be requested to change his major study, if his work, abilities, or spirit seem not to fit the Department or subject he had chosen.

2. Adjustment of Credits

(1) Adjustment of credits by transferred students is explained above (Admission by Transfer).

(2) Former students on return to study must conform to the requirements of the current year and adjust their credits accordingly.

3. Honorable Dismissal

Any student in good standing, may, at his own request, receive from the Faculty honorable dismissal. If he desires to transfer to another college, the Dean's office will issue a transcript of his record. This is sent to the Dean of the college which he indicates; it is not given to the student himself. For additional copies of the transcript, a fee of $0.50 is charged.

IV. Aid and Self-Help

1. Aidships

Financial aid in sums varying from $10 to $30 (full tuition) is granted students in need who apply for the same, according to the following conditions:

(1) It is expected that stndents receiving aid shall cooperate with the Faculty in maintaining

the standards of life and character of the University. Therefore,

(2) Aid is not granted to students whose previous term's grades are 3.00 or below; for seniors the grade is 2.5

(3) Aid is not granted to special students or to those obliged to be often absent from the University.

(4) In general, students are selected as recipients of aid who show marked development and progress in studies, character, and the spirit of cooperative service.

2. Self-help

Opportunities for partial self-support are available in the various Student Assistantships, rarely, however, for new students; these should come prepared to finance at least their entire first term or year. The regulations governing these assistantships are:

(1) The maximum number of hours a student may devote to such work is 10 hours. per work.

(2) *Pay.* All assistants in their first year of work of any one type of work regardless of their class rank are paid 15 cts. per hour; after one year's experience in a given type, 18 cts.; after two or three years' experience, 23 cts.

(3) *Pay for typists.* Typists are paid 10 cts. for one single-spaced page, when neatly and satisfactorily done.

V. Library Rules

1. *Hours.* The Library is open at the following periods:

	A. M.	P. M.
Mondays & Fridays	8:00 to 9:55 10:30 to 11:50	1:30 to 4:30 7:00 to 10:00
Tuesdays Wednesdays & Thursdays	8:00 to 9:55 10:30 to 12:20	1:30 to 4:30 7:00 to 10:00
Saturdays	8:00 to 11:50	7:00 to 10:00

2. *Silence* is requested of all who enter the library.

3. *To Borrow a Book.*

(1) Find its card in the Title Card Index File.

(2) Fill in legibly and correctly all items asked for on the form provided.

(3) Give the slip to the Stack Attendant.

(4) If the book is obtainable, when it has been recorded, sign for it in the proper book. Students must sign their names in romanized form.

(5) A book may by kept for two weeks unless it is called for by a department for reference purposes, in which case it must be returned immediately.

4. *Renewals.*

(1) A book may be renewed for another two weeks, if there are no other calls for it. To renew a book, it must be brought to the Attendant, who will record the renewal date.

(2) A book kept longer than two weeks without renewal may not be renewed. It must be returned and may not be taken out again at least until the following day.

5. *Returning a book.* Give it to the Stack Attendant.

6. *Fines.* For failure to return books or renew them on time a fine of four coppers per book per day is charged. Fines should be paid to the Library office as soon as notification is received. Students owing fines are not allowed to use the Library until the fines are paid.

7. *Books borrowed for one, two or three months.* Students desiring to borrw books for prolonged use may do so provided permission is given by the members of the faculty in the department concerned. Special slips are provided for this.

8. *Reference Books.*

(1) Reference books from the Faculty shelves may be read at the Library tables. On entering the Reference Book Alcove, all personal books should by left outside. On leaving the Reference Alcove, sign a slip for the book taken. Return these books to the Reference Attendant.

(2) Reference Books may not be taken out of the Library except at 9:30 p. m. during the week and at 11:45 a. m. and 9:30 p. m. on Saturdays. Books borrowed at 9:30 p. m. must be

returned between 8:00 and 9:00 a. m. the following day. Books borrowed at 11:45 a. m. must be returned between 7:00 and 8:00 the same day.

(3) Only *three* Reference Books may be borrowed by each student.

(4) Students failing to return Reference Books in time will be fined 20 coppers per day, 10 coppers per half day. The second half-day begins at 1:30 p. m. Books taken out on Saturday at noon and not returned till Monday after 9:00 a. m. will be fined 20 coppers for two half days.

9. *Magazines and Newspapers.* No newspapers or magazines may be taken out of the Library by students.

10. *Dictionaries and Encyclopedias* may not be taken out of the Library.

11. *Book Limit.* Students may have out only five English and five Chinese books at one time.

III. Disciplin. Social Control.

Rules Governing Conduct.

The Dean and his associates are the officers charged with the execution of faculty decisions relating to disciplin and conduct. The Dean is a 'liaison officer' or 'middle man' between students and Faculty, he should be informed of all

cases of misunderstanding or conflict on the part of any members of these two groups, that he may bring his good offices to bear in the solution of any difficulties that may arise.

The Philosophy of Disciplin at Fukien

Problems of disciplin at Fukien are divided into two classes:

(a) Cases of disciplin falling within the jurisdiction of the Student Self-Governing Association (the Student Union)

(b) Cases of disciplin falling within the direct jurisdiction of the Faculty.

1. The Relationship of the Faculty and the Student Union.

The administration of discipline is placed in the hands of the Faculty by the Registered Constitution of the University. The Faculty in turn transfers to the Student Union the right to administer cases of non-academic disciplin according to its own laws. The legal right is embodied in the Charter granted to the Student Union by the Faculty. The Constitution of the Student Union provides for the appointment of two Faculty Advisors in the Committee on Supervision. When this committee sits as a court to try cases of disciplin, the Faculty advisors, together with the student members of the Committee, serve as judges.

No hard-and-fast lines divide the cases of non-academic disciplin, as these may be handled by the Student Court or by the Faculty (or Dean). Inclusion and exclusion within the judgment by the Student Union is based on the principle of progressive discovery in practise. On the other hand should the Student Court be unwilling to handle a case or fail to deal with it adequately, it would naturally revert to the Faculty for settlement.

2. Academic Disciplin

(1) *Administration.* Academic disciplin is administered by the Faculty, the Committee on Academic Relations and the Dean. The ethical principles recognized are: the rights of the individual student to an individual treatment of his case, each case being settled as far as possible on its merits and not on precedent, on what was 'done last year in a similar case' (for no cases are similar!); the responsibility of students for social behavior and the good name and reputation of the University; and the student's capacity to benefit further by the opportunities or to appreciate the privileges of higher education as understood at Fukien. Penalties of various kinds may be thus assigned for both intellectual and moral failures.

(2) *Penalties.*

(a) The "Sophomore Stopping Rule". A student who fails to secure Junior ranking, i. e. 60 credits hours and 40 credit points, in five terms, is asked to leave the University.

(b) General types of penalties. These may be assigned for poor intellectual work or for moral delinquencies or for non-attendance on required gatherings or other forms of non-cooperation with the principles and interests of the University.

i. *Warning.* A notice that further penalties await the continuance of the objectionable habit in question.

ii. *Probation.* A student on probation is subject to special limitations as the Dean shall decide. He is under the special guidance of the Dean; if on probation for poor work, his list of proposed student activities must be approved by the Dean. If satisfactory improvement in the fault in question is not made by a student on probation, he may be suspended or dismissed.

iii. *Suspended*, i. e. dismissed for one or more terms.

iv. *Dropped*, i. e. asked to sever his connection with the University.

3. The Charter of the Student Association

"The Faculty of Fukien Christian University hereby grants a charter to the students of the University to organize a Student Self-Governing Association, for the purpose of training themselves in self-government, for promoting student activities and for building up college spirit.

"The Association shall have jurisdiction over its members in their non-academic relationships within the bounds of the University campus

and shall encourage them to maintain the good name of the University beyond the campus.*

"The right of self-government includes the administration of disciplin of a non-academic character, which is hereby transferred from the Faculty to the Association. When the Association, however, fails to deal adequately with such cases, they will revert to the Faculty for settlement.

"The Dean shall be the agent of the Faculty in all relations between the Faculty and the Student Association.

"The Student Association shall include all the students registered in the University."**

4. Rules Governing the Relations between the Student Union and the Academic Life of the Students.

(1) Relations with the Faculty.

(a) Formal requests of the Student Union to the Faculty are made in the form of written petitions from the Minister of Foreign Affairs addressed to the Faculty and handed to the Dean.

(b) Requests dealing with changes in the schedule or asking for suspension of classes should be made at least 24 hours in advance.

Notes. *When off the campus a student is like any other citizen, namely, subject to the Civil Government.

**On Registration Day in each term, opportunity is given new students to pledge their loyalty to the Student Union. Should they be unwilling to do so, they will not be received for registration.

(c) As the Dean is the officer charged by the Faculty with the duty of advising and assisting the Student Union, he should be kept in close touch with the activities of the Union, and with the trends of student opinion.

(d) The Dean must be informed in advance of the date of all public events of the Student Union.

(e) The Faculty appoints advisors to the Athletic Department of the Executive Committee of the Union, whose approval must be secured for the disposition of the Athletic fees.

(f) The Faculty appoints a Publicity Committee which cooperates with the Propaganda Department of the Executive Committee of the Union and approves their formal publications.

(2) Relations with Class Work

(a) Mass meetings of the Student Union shall not be held at such times as to conflict with class or laboratory hours.

(b) Absences from classes or required convocations taken by individuals for Student Union purposes will be classed with other absences from classes in the application to them of the Absence Rule.

5. The Constitution of the Student Association of Fukien Christian University. (English translation, condensed).

I. Summary

(1) The name of this organization shall be the Student Association of Fukien Christian University (referred to hereafter as the *Union*).

(2) The object of the Union is to train the students of the University in the sense of responsibility and in habits of self-control, to maintain the ideals of the University, and to foster good citizenship in China.

(3) All Students registered in the University are members of the Student Association.

II. Organization

(1) The highest authority of the Union is vested in the Mass Meeting. In the absence of action by the latter, the Body of Representatives acts for it.

(2) Under the authority of the Body of Representatives are the Executive Committee and the Supervising Committee.

(3) The authority to summon a Mass Meeting resides in the Chairman of the Body of Representatives. He shall also be chairman of the Mass Meeting when called.

(4) No Mass Meeting is legal unless attended by two-thirds of the entire student body. A quorum for the passing of motions shall consist of a majority of those present.

(5) The Chairman shall make public the resolutions made by the Mass Meeting.

(6) The Secretary of the Representatives shall be secretary of the Mass Meeting.

(7) The Chairman must summon a Mass Meeting when more than one-fourth of the student-body sign a public petition requesting the same, or when one of the three committees of the Union makes a similar request.

III. The Body of Representatives

(1) The Body of Representatives has the sole right (after the Mass Meeting) to make resolutions controlling student affairs.

(2) The Body of Representatives shall consist of two representatives from each class, one from the first term and one from the second term of the same, respectively, the term of office being one year. The representatives elected should belong to the first term of each class.

(3) The Chairman of the Representatives is elected by the student-body two weeks before final examinations in the term preceding his term of office.

(4) The Representatives are elected within ten days after the opening of each term.

(5) Members of the Body of Representatives may be members of the Executive Committee, but not of the Supervising Committee.

(6) Regular meetings of the Representatives are held biweekly, preferably before Thursday, at the call of the Chairman. Special meetings may be called on petition of more than half the

members of the three committees, or more than one-fourth the student-body.

(7) Members of the Executive and Supervising Committees may be invited to attend meetings of the Representatives, but without vote.

(8) For a formal meeting, at least two-thirds of the Representatives must be present.

(9) A quorum is a majority of those present.

(10) The Body of Representatives has the right to bring charges against the Executive and Supervising Committees.

(11) When a charge is brought against the Supervising Committee or any member of it, the Representatives shall organize a special court to try the case. If the case fails of settlement, it shall be carried to the Mass Meeting for final judgment.

(12) When the chairman of either the Executive or the Supervising Committee wishes to resign, the Chairman of the Representatives shall call a Mass Meeting to settle the matter.

(13) The Representatives have the right to deal with the financial affairs of the Union.

(14) The Representatives appoint a finance committee to examine the budget at the beginning of the term and to audit the accounts at the end of the term.

(15) The budget and the financial report must be approved by the Representatives.

(16) In case the Chairman of the Representatives wishes to resign, the Chairman of the Supervising Committee shall call a Mass Meeting to decide the matter.

(17) The resolutions of the Representatives shall be carefully recorded and made public over the signatures or seals of the Representatives.

(18) The Representatives shall elect their own vice-chairman.

(19) At the end of the term the retiring chairman shall turn over to the new chairman all matters relating to his office.

IV. The Executive Committee

(1) The function of the Executive Committee is to carry on the business of the Union as indicated by the departments of the Committee and to executive the resolutions of the Body of Representatives.

(2) The Executive Committee consists of six departments, each composed of a subchairman and members, and each organized according to its own conditions. The departments are: Chief Manager; Foreign Affairs; Treasurer; Propaganda; Athletics; Education.

(3) The Chairman of the Executive Committee and the six members (without designating departments) are elected by the student-body two weeks before the final examinations in each term.

(4) After such election, a meeting of the Executive shall be called to appoint department subchairmen.

(5) Regular meetings of the Executive are held biweekly, preferably a day or two after the Representatives. In the absence of the Chairman, the Chief Manager shall preside.

(6) When the Executive appoints any student for a particular commission, his name shall be published under the authority of the Executive.

(7) The resolutions of the Executive shall be made public over the signatures or seals of the members. The activities of the several departments shall be made public by the subchairmen.

(8) At the end of the term the retiring Chairman and subchairmen shall turn over to the new officers all matters relating to their offices.

(9) Within three weeks of the opening of each term the Executive shall bring the budget for the term to the Representatives for approval.

(10) Special meetings of the Executive may be called at the request of any subchairman or of the Chairman of the Body of Representatives.

V. The Supervising Committee

(1) The function of the Supervising Committee is to supervise and correct the administration of the other branches of the Union, to act as judge in the case of conflict among members of

the student-body, and to execute matters of a judiciary nature passed by the Union.

(2) The Supervising Committee consists of a chairman, four members and two Faculty advisors.

(3) The Chairman and members of the Supervising Committee are elected by the student-body, two weeks before final examinations.

(4) The two Faculty advisors are appointed by the Chairman on approval of a majority of the members.

(5) At regular meetings of the Supervisors, all the members must be present. The advisors may be invited to attend, if necessary.

(6) The members of the Supervising Committee are not allowed to hold office in the Representative or Executive Committees.

(7) The Supervising Committee, when meeting to consider any matters of dispute, shall organize a temporary court to judge such matters. If opposition to their decision arises, a special court may be called for.

(8) A temporary court consists of the two advisors and the members of the Committee.

(9) In case of important events arising or if a charge has been brought against any of the three committees or their chairmen, judgment shall be rendered by a special court.

(10) A special court is composed of the chairmen of the three committees and the two

advisors. If a charge is brought against any chairman, he cannot sit in his own court.

(11) The Chairman of the special court is the Chairman either of the Supervising Committee or of the Representatives.

(12) The Supervisors should execute matters of a judicial nature passed by the Body of Representatives.

(13) The resolutions of the Supervising Committee should have the signatures or seals of all the members before they are made public.

VI. Rules of Election

(1) Every student in the University has the privilege to elect and to be elected to office.

(2) Elections are held every term in the Mass Meeting.

(3) Elections for chairmen for the succeeding term shall be held two weeks before final examinations of the term preceding.

(4) Election of the three chairmen shall proceed as follows. Every student present shall vote for a name of his own choice for each chairman. The three names getting the highest number of votes for the chairman of each committee are candidates for final election.

(5) The election of the six subchairmen of the Executive and the four members of the Supervisors shall take place at the time of the final election of the three chairmen.

(6) The election of the Representatives shall be held within two weeks of the opening of the term. This election is by classes, under the control of the Chairman of the Body of Representatives.

(7) In electing the six subchairmen of the Executive, ten candidates are nominated from the floor, of whom six are elected.

(8) In electing the four members of the Supervisors, eight are nominated as above and four elected.

(9) Officers of the Union can hold office for only half a year, except the members of the Representative Body, unless by special arrangement.

VII. Correction and Amendment of the Constitution

(1) Corrections or additions to the rules must be initiated by the Body of Representatives and then submitted by the Chairman to the Mass Meeting for approval.

IV. Student Activities

The Philosophy of Student Activities

The liberal education of the college lies in two broad fields: (a) the training and maturing of general intelligence and (b) the discovery and development of self-control and initiative.

These two fields of endeaver and experience are called culture. In the fulfilment of its aim to give higher education in these two fields of human living, the college should provide a rich curriculum on the one hand for the more strictly intellectual training of the young student and on the other a certain number of extra-curricular activities for the more general development of the student in self-discovery, self-control, control of groups, initiative, leadership, cooperation, etc.

A person's life has four major aspects: the physical, the social, the intellectual and the spiritual. The college should provide for the full and harmonious development of all four of these aspects of life; the college student should seek the same fourfold development. In general, athletics provides for physical development, also for social training thru sportsmanship and team-work, student government provides for social-civil leadership and obedience and loyalty, parties and clubs for social-entertainment and the development of good manners, class-work, lectures, and the departmental clubs for intellectual development, and the voluntary religious activities for spiritual development.

A choice must of course be made among the riches of opportunity offered by a college; various students, too, will have various interests; also the very essence of character development is choice,—foolish choices resulting in foolish consequences (some times evil ones) which must not be repeated, and wise choices resulting in the

development of all the powers and in growth of character and leadership.

To decline all participation in student activities in favor of study or even of self-help is not a wise choice; nor is such absorption in the life outside the class room as to prevent high grade class-work wise either. Indeed the limitation of the number of activities a single student can carry on should be a concern of the Student Union in the interests of both efficiency and democracy. Some offices and activities offer much development and some are assumed because they are acts of service to the group, though involving much drudgery and sacrifice. The wise and willing student will be glad to assume his share of both kinds.

College spirit is the name given to the quality of the life of students and faculty when both devote themselves whole-heartedly and sincerely to all the legitimate and rich activities and endevors of the institution, both in the class room and outside it.

The Student Activities at Fukien

1. Student self-government. Under the Student Union.

2. Athletics. Under a joint committee of Faculty members and the Athletic Department of the Student Union.

3. Publication work. Under a joint committee of Faculty members and the Propaganda Department of the Union.

4. Departmental Clubs. Natural History Club, under auspices of the Department of Biology; Chemistry Club; Chinese Dramatic and Literary Club.

5. Music. The Glee Club, i. e. registration in Music III-IV, on approval of the Director of Music; the Orchestra; the Chinese Orchestra.

6. Social life. Social meetings of the Student Union and the YMCA and the Faculty with students.

7. Religious Life. The voluntary chapel services; the Sunday vesper services; the YMCA and its activities; the Religion Club; the University Christian Fellowship.

V. Student Ideals

A brief summary of the qualities of character that distinguish the best students.

1. Personal and Social.

(1) Neatness and Order. Neatness of things; neatness of person; neatness in handwriting and the preparation of papers and reports.

(2) Good health. Wise exercise. The right kind of recreation.

(3) Honesty. (i) Personal honesty: in speech, in examinations, in theme writing and other written work; in payment of debts. (ii) Social honesty: reliability, faithfulness, straightforwardness.

(4) Social Consideration. (i) Politeness. (ii) Tact. Tact is the use of judgment directed toward making a social situation pleasant for all the persons concerned. (iii) Sympathy. Make friends with every body on the Campus. (iv) Self-control.

(5) Sportsmanship. (i) "The game for the game's sake". Do what you are doing for the love of it, not for a reward. (ii) Fair play. Respect the rights of other men. (iii) Team-work. Subordinate self to the welfare on the group.

2. In Study and in Work.

(1) Punctuality. Be on time; pay bills on time; hand in papers on time. Answer letters promptly.

(2) Foresight. Budget your time. Do faithful daily work Do not waste holidays.

(3) Accuracy. Good workmanship.

(4) Industry. Hard work. Be prepared at times "to burn the midnight oil."

(5) Attentiveness. The power of self-control consists chiefly in attention.

(6) Perseverance. Avoid the 'tiger's head and the snake's tail.'

(7) Scientific passion. Put work above self. Go beyond the assignment. Be superior to your moods.

3. Culture. Personality. Creative Qualities.

(1) Humility. Be faithful in the least. Save the face of others but never of yourself. Be willing to admit ignorance. Be willing to take criticism. Profit by your mistakes.

(2) Intelligence. A person's intelligence is his ability to respond to every element in a situation. It includes general ability, perspective, judgment, resourcefulness.

(3) Initiative. Imagination, courage, energy.

(4) Loyalty. Constructive criticism. College spirit.

(5) Enthusiasm.

(6) Self-reliance. Independence.

(7) Social Viewpoint. Tolerance. Cooperation. Service.

(8) Sense of responsibility. Recognition of duty.

(9) Breadth of mind. "Be at home in all lands and all ages."

(10) Leadership. Self-control, social interest, intelligence, initiative, self-reliance.

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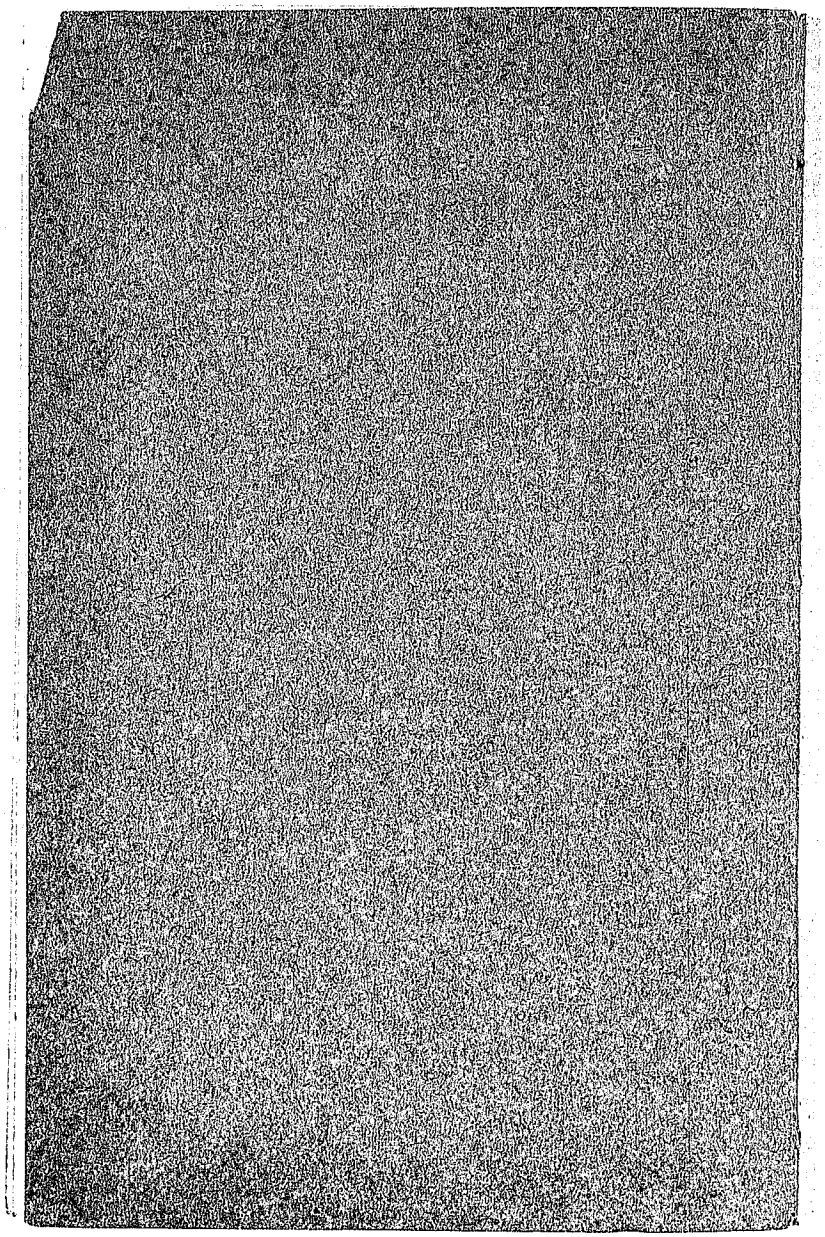
This booklet is issued by the Dean's Office,
June, 1929



FUKIEN CHRISTIAN UNIVERSITY

RULES AND REGULATIONS

REVISED

1934

Foochow, China

1934

Contents

I. CARE OF PROPERTY AND HEALTH.

The following regulations for the care of property and health express the responsibility of each student for the welfare of the whole student body; and for the property and good name of the University, i.e. for the principle of democracy in campus life.

1. Care of Property.

General Care of Property.

Students are expected to cooperate with the University authorities and servants in keeping the campus and halls neat and orderly. They will not throw water or waste paper out of the windows or on the ground, or deface the buildings or class-rooms. They will report any damage they may have done to buildings or furniture, or to dishes in the dining room and arrange to pay for the same. They will not appropriate for private use any articles established for public use, such as articles of furniture, electric-light bulbs, chalk, hymn-books, library books, etc.

Fire Risk.

(1) Owing to the fire risk involved, no stove or other cooking devices may be used in the dormitory rooms.

(2) For the same reason a student may not tamper with the electric light fixtures in his room or in the halls. If these are out of order, the fact should be reported to the Business Manager.

(3) Students in general will cooperate with all other persons on the campus in the avoidance of all kinds of fire risk.

2. Life in the Domitories.

Choice of Rooms.

Dormitory rooms are drawn by lot according to seniority of class-standing. The choice takes place at the beginning of each academic year, under the supervision of the University Business Manager. No student may choose a room until all his fees are paid. After a room has been chosen, no change may be made without the approval of the Business Manager.

Room Furniture.

Appropriate furniture is supplied each student when he takes a room. Injury to this furniture during a student's occupancy must be paid for by the student, and will be so charged after inspection by the Business Manager.

Electric Lights.

Electric lights are supplied to each student.

When the bulbs burn out, new ones may be obtained free of charge, upon return of the burned-out bulbs to the Business Manager.

Visitors.

Overnight visitors, whether relatives or friends of students, must be reported to the Business Manager *in advance*. A guest room is provided for this purpose and a charge of fifty cents a day is made.

Tradesmen.

Peddlers, washermen, and others are not permitted free access to the domitories, unless licensed by the University Business Manager.

3. Care of Health.

Physical Examination.

All new students are given a thorough medical examination before admission. Old students are regularly re-examined once a year. Such examinations are free of charge. No student is expected to register whose health will not permit him to take full work.

The University Physician.

The University Physician makes regular visits, to attend cases of illness contracted during the term. Treatment is free, but medicines prescribed are charged. Cases of illness occur-

ring between the doctor's visits should be reported to the Dean or to the Chairman of the Faculty Committee on Health Conditions.

Severe Illness.

Light cases of illness are treated in the students' rooms. Severe cases are sent to one of the Foochow hospitals at the student's own charge. Students who wish to return home on account of illness should in all cases report to the University Physician and the Dean before doing so.

4. The Women's Dormitory.

The Women's Dormitory constitutes a unit by itself, having its own cook and its own dining room, under the management of a matron. Self-government in the Dormitory is in the hands of a Dormitory Council, of which the Dean of Women is *ex-officio* a member.

The following are general regulations with which all women students must be familiar:

Concerning Men Visitors.

Men visitors are allowed in the women's dormitory at the following hours.

Week days:	1:00 - 1:30 P.M.
	4:30 - 5:30 P.M.
	6:30 - 7:30 P.M.
Saturday:	1:30 - 5:30 P.M.
Sunday:	9:30-11:30 A.M.

Concerning Absences.

(a) All absences from the campus, whether for longer or shorter periods of time, must either be reported to the matron or signed for in a book; if signed for, the signature must include destination and the probable time of return.

(b) For all overnight absences, permission must be obtained from the Dean of Women; but, if desired by the parents or guardian, a written request from the family may be required in addition.

Concerning Conduct on the Campus.

(a) For absences from the dormitory in the evening other than for study in the library, or general college functions, students must secure permission from the Dean of Women or, in case the Dean is absent, sign in the book.

(b) Women students must be in their dormitory by 10:00 P.M., excepting in the case of public functions which may not close until after that hour.

II. ACADEMIC RULES.

Rules Governing Study.

The Committee on Academic Relations.

This Committee is the Standing Committee of the Faculty which is empowered to consider and to recommend all Academic Rules. *The Dean* is the executive officer to administer these rules.

Petitions.

Students who wish to make requests of the Committee on Academic Relations will do so in the form of *written* petitions addressed to the Committee and handed to the Dean.

1. Admission to the University.

The regulations for admission are given in detail in a separate bulletin. Here they are merely summarized.

There are two ways of obtaining admission to Fukien Christian University:

(a) Into the Freshman year, first term, after completion of senior middle school course.

(b) With advanced credit, by transfer from some other college or university. No student is admitted without passing the required entrance examination.

(1) Formal Application and Fee.

The applicant must present to the Dean of the University the desired information concerning himself, his studies and his character on regular forms properly filled out by both the the student and his principal or dean, together with a recent photograph and the fee of $3.00. When the applications have been approved, the student will be informed of the fact and will then be permitted to take examinations.

(2) Character and Fitness.

The applicant must be certified by his school principal or college dean to possess the maturity, the seriousness of purpose and the moral fitness to assume the responsibilities and to profit by the freedom of higher education. New students must also bring a guarantor's statement on Registration Day.

(3) Health.

On Registration Day new students are given a thorough physical examination. Students with marked physical defects or contagious diseases are not permitted to register until these are removed or cured.

(4) Entrance Examinations.

Transferred students and graduates of accredited middle schools are given comprehen-

sive examinations in Chinese and English and also an examination in Party Principles. Graduates of non-accredited schools must take, in addition to the above, examinations in the field of social science, mathematics, and two laboratory sciences.

(5) Special Students.

There are no 'special' students; no students admitted 'on conditions'; no students admitted 'on trial.' Every student must pass the entrance examinations before he is permitted to take any studies in Fukien Christian University. Students who have other duties in Foochow may apply for permission to carry a part-time schedule, but, as in other cases, the entrance requirements must first be fulfilled.

(6) Transfer from other Colleges.

i. Studies presented for transfer from other colleges or universities recognized by Fukien Christian University are accepted at face value with certain adjustments, made necessary by the particular graduation requirements of the latter institution.

ii. Studies presented for transfer from institutions not recognized by Fukien will be accepted only after examination.

iii. Credits with grade 4 offered by either class of students are not accepted at Fukien.

iv. Courses marked 'condition' or 'incomplete' will be refused credit at Fukien.

v. Courses for which there is no equivalent in the curriculum at Fukien may be rejected.

vi. Courses required by Fukien and not already taken by the student in the college from which he comes will be required.

vii. Pending final decision by the Faculty as to the exact classification of transferred students in view of the above conditions, such students are listed in the Register of Students as 'unclassified.'

(7) Former Students.

Former students wishing to return must petition in advance. If they have once been transferred to some other college, they must apply as transferred students and fulfil all the regular requirements excepting the entrance examination.

2. Registration and Promotion.

(1) Standard Registration.

i. A student must appear in person at the beginning of every semester to register for his courses. Registration by proxy is permitted only when (a) petition is made in advance and (b) arrangements are made before hand for

the choice of courses for the semester.

ii. The term has 18 weeks. The normal registration for a student is 17 credits a week for the first two years and 16 credits a week during the Junior and senior years. Permission to take more than the normal number of credits will be granted on the basis of the grades of the previous semester. A student with an average grade of 2.5 may register for one extra credit; a student with average grade of 1.5 may register for two extra credits.

iii. *A credit* is defined as one hour of class recitation lecture plus the preparation required for it up to a standard of two clock hours. A three-hour laboratory counts as one credit.

iv. In general, auditors in classes are not approved. Students interested in a course must formally register for it and do the full work required by it.

v. "Reading courses" are permitted under the following conditions:—

(a) Such privilege is restricted to Juniors and Seniors with an average grade of 2 or above during the previous semester.

(b) A student may register for a reading course in his major or closely related subject only, with the recommendation of his major professor.

(c) A student may not register for more than one reading course during any one semester, and the course may not give more than one credit.

(d) There must be frequent conferences with the instructor during the semester.

(e) Both a written report and a final examination are required for the course.

(2) Change of Registration.

Changes in registration are permitted up to the sixth day after the first day of classes of each term. They must be made with the approval of the Dean. In general, students are not permitted to drop courses after the close of the registration period. Special cases are dealt with by the Academic Relations Committee with the recommendation of the instructor in charge of the course to be dropped. If such special approval is not obtained, a dropped course is given automatically the grade of 5. The tenth day after the first day of classes is the last day for registration.

(3) Completion of Required Studies.

All fundamental and concentration group requirements must be completed by the end of the Junior year.

(4) Summer School.

Students deficient in credits may make up work in approved summer schools under the following conditions:—

(a) A student is given the opportunity of one summer school only during the college course.

(b) No credits in the field of major study are accepted from the summer school.

(c) A maximum of four credits is accepted.

(d) Such credits must be obtained in a summer preceding the date of a student's graduation.

(d) Summer school work of a grade of 4 is not accepted.

(e) Application must be made to the Dean in advance.

3. The System of Grading.

The grade marks are not rewards for good work; nor punishments for poor work; they are marks, or signs, to indicate and record the *quality* of work a student does.

(1) The grade marks are 1,2,3,4,5. 1 marks original, creative, superior work. 2 marks good work without original quality. 3 marks average work, without either originality or excellence. 4 marks a minimum of acceptable

knowledge or interest; 4 is thus the 'passing' mark. No student engaged in higher education should do much work of this quality; indeed in Fukien only one-third of a student's grades may be of this mark (see also the rule for major studies). 5 marks failure; the student has not understood the subject, has not responded with recitation or discussion, has not done the assigned paper or laboratory experiments, or has been consistently dilatory in doing them. Since the grades mark the quality rather than the quantity of a student's work, no percentage or plus-and-minus marks are recognized.

(2) There is no 'condition' grade. If the passing grade '4' cannot conscientiously be given by the instructor, there is no other alternative than a failure. See Incomplete, below.

(3) The mark, INC, or incomplete, is given when the assigned work, papers, experiments, report, reading, examinations, etc., have, for proper reason, not been completed at the end of the term. Such work must be completed within two months after the beginning of the following semester. If it is not completed within the limit set, it receives the grade 6.

(4) A student who has an 'Incomplete' in any course and does not return to college the following semester must register by the be-

ginning of the third academic semester following his departure and clear off the INC within two months after registration.

(5) An hour of credit with a mark of 3, 2, or 1 is called a *credit point.* As already stated two-thirds of all a student's work must be of credit-point quality and all the courses in the major study must be of credit point quality, i,e, be grades of 3, 2, or 1.

(6) The student's grades, credit hours and credit points are recorded in the Register's Office and given each term to the student in his *Course-book.* The term record contains also the average grade; this is obtained by multiplying the number of credit hours by the grade in a given course, adding these sums and dividing by the total number of hours involved. This average has little significance, except to indicate a student's progress. Additional copies of the course-book are furnished at a charge of $.50. Students with unpaid bills are not given their course-book until the bills are duly paid,

4. Rules Governing Absences.

(1) Absence from class work.

(a) Students are expected to attend classes regularly.

(b) Group Trips and participation in offi-

cially recognized activities which prevent class attendance must be reported to the Dean in advance.

(c) When a student has an accumulation of absences for whatever reasons up to the amount of three weeks in a given course, he must secure permission from the Academic Relations Committee for the privilege of finishing the course.

(d) A student who has been absent for four weeks in a given course is given a failure unless he is given special permission to drop it.

(e) The total number of absences counted begins with the first day of classes. A student who registers after the beginning of classes has thus already begun to be absent.

(2) Absence from Examinations.

(a) When a student is absent from a regular announced monthly test, he must pay a fee of $1.00 before he will be allowed to make up the same. Arrangements are made with the instructor and the Dean. If dissatisfied with the student's reasons, the instructor or Dean may refuse to repeat the test.

(b) Absence from final examinations with the privilege of making up the same will be permitted only when applied for in writing *in*

advance and then only when good reasons are given.

(c) Such postponed or 'make-up' examinations must be taken within the period of two months after the beginning of the next term following. Failure to do this shall be equal to failure in the course. A fee of $2.00 each is charged for such 'make-up' examinations.

(3) Absence from Required Gatherings which are not Class work.

A record of attendance is kept for Convocation, or other required gatherings. When any student exceeds a reasonable number of absences from these gatherings, he is warned of the fact by the Dean; if he persists in being absent he is reported to the Faculty for special treatment.

(4) Notification of Absence.

Students planning to be absent from the University more than a few days should inform the Dean of the fact.

III. GRADUATION.

1. Requirements for Graduation.

(1) Credit Hours and Credit Points.

The candidate for the A.B. degree must have completed 132 credit hours and secured 88 credit points. In addition two years of military training are required in conformity with government regulations.

(2) Orientation Courses.

Three orientation courses are required of all students.

i. Political Science 101. The Writings of Sun Yat Sen, 2 credits.
ii. Education 161. Educational Adjustments, 3 credits.
iii. Philosophy 102. Introduction to Civilization, 3 credits.

(3) The Group Requirements.

All candidates for graduation, irrespective of their field of major study, must have taken one year of continuous work in one subject belonging to each of the following four Required Groups: (a) Chinese language and literature. (b) Education and psychology; (c) the social sciences, which include economics, history, political science, and sociology; (d) the natural sciences, which include biology, chemistry and physics.

A candidate for graduation must also have pursued *two* years of continuous study in any three of the eight groups of study offered in F. C.U. curriculum. The eight groups are, besides the four mentioned above, (e) western languages and literature, (f) philosophy and religion, (g) mathematics, (h) fine arts. All required courses and group requirements must be completed by the end of the Junior year.

(4). The Major Subject.

From the three Concentration (two-year) Groups a student must select a Major Subject, which shall include 36 major points, except in the case of combined majors, when each shall contain 25 credit points. The Pre-Medical Major shall consist of 50 credit points in the three sciences.

A student must, during the second term of the sophomore year, make formal petition to a department for permission to major in that department. Special blanks are provided for this purpose. If a student entering the Junior year is not able to secure formal acceptance by any department as its major student, he is subject to dismissal from college. After the formal choice of major at the end of the sophomore year, changes in major are permitted only by the special approval of the Academic Relations

Committee. A charge of $2.00 is made for such a change.

(5) Senior Thesis.

A thesis written in connection with the Major Subject is required of all seniors. The topic should be chosen at the beginning of the Senior year. Final approval of the manuscript by the Major professor should be obtained one month in advance of the date of Commencement, and the thesis in its final form formally submitted one week before final examinations. Failure to obtain approval or to submit the thesis at the designated time will result in postponing the student's graduation.

It is recommended that a Senior Thesis be written according to the following outline:—

(a) Bibliography.
(b) History of previous work done in this field: workers and methods.
(c) Report on present work: reading, field work, laboratory problems, investigations, etc.
(d) Critical examination of results.
(e) Conclusion.
(f) A brief abstract.

A thesis written in English must be typewritten and two copies must be submitted.

When a thesis is written in Chinese and copied by hand, only one copy is required.

(6) The Residence Requirement.

The candidate for the degree must have been in residence at Fukien Christian University at least two years immediately preceding candidacy.

(7) Character and Fitness.

In addition to the above requirements, all candidates for graduation must be approved by the Faculty as to their character, and other fitness to receive a degree.

2. Time-limit for Graduation.

A student must complete all requirements for graduation within nine semesters; the tenth semester is not permitted.—Part-time students are exceptions to this rule.

3. Honorable Dismissal.

Any student in good standing may, at his own request, receive an honorable dismissal. If he desires to transfer to another college, the Dean's office will issue a transcript of his record. This is sent to the Dean of the college which he indicates; it is not given to the student himself. For additional copies of the transcript, a fee of $1.00 is charged.

IV. AID AND SELF-HELP.

1. Aidships.

Financial aid in sums varying from $10 to $30 is granted students in need who apply for the same, according to the following conditions:

(1) It is expected that students receiving aid shall cooperate with the Faculty in maintaining the standards of life and character of the University.

(2) Aid is not granted to students whose previous term's grades are 3.00 or below; for seniors the grade is 2.5.

(3) *Loans.* A limited fund is available for loans. (See Chinese Catalogue)

(4) In general, students are selected as recipients of aid who show marked development and progress in studies, character, and the spirit of cooperative service.

2. Self-help.

Opportunities for partial self-support are available in the various Student Assistantships, rarely, however, for new students; these should come prepared to finance at least their entire first term or year. The regulations governing these assistantships are:

(1) The maximum number of hours a student may devote to such work is 10 hours per work.

(2) *Pay.* Assistants are paid according to the following schedule: Freshmen, 18 cents per hour; sophomores, 20 cents per hour; juniors 23 cents per hour; seniors, 25 cents per hour.

(3) *Pay for Typists.* Typists are paid 10 cents for one single-spaced page, when neatly and satisfactorily done.

V. SCHOLARSHIPS.

The following tuition scholarships are offered for advancement of academic excellency:—

(1) One Scholarship for the Senior year, given to the best Junior: This to be known as the Chen Scholarseip, in honor of the donor of the special Chinese library.

(2) Two Scholarships for the Junior year, given to the two best Sophomores, the first one to be the Chen Scholarship and the other one to be a university scholarship.

(3) Three Scholarships for the Sophomore year, given to the three best freshmen, the first to be the Chen Scholarship and the other two to be a university scholarship.

(4) Three scholarships for the Freshmen year, given to the three best candidates for admission.

All of the above are tuition scholarships amounting to M$80 a year.

In addition, the following special scholarships are offered:

(1) A Medical Scholarship, amounting to $70 a year. This scholarship is awarded to the best student each year who has completed the premedical course at F.C.U. and actually goes on to medical school.

(2) The Yi-You Scholarship, amounting to $100 a year, is awarded to the best student majoring in science studies.

Good character and a minimum average grade of 2 are required for all scholarships.

VI. LIBRARY RULES.

1 *Hours.* The Library is open at the following periods:

	A. M.	P. M.
Monday to	7:50 to 12:20	1:30 to 4:30
Friday		7:00 to 10:00
Saturday	7:50 to 12:00	7:00 to 10:00
Sunday		7:00 to 10:00

2. *Silence* is requested of all who enter the library.

3. *To Borrow a Book.*

(1) Find its card in the Title Card Index File or the Author Card Index File or the Subject Card Index File.

(2) Fill in legibly and correctly all items asked for on the form provided.

(3) Give the slip to the Stack Attendant.

(4) If the book is obtainable, when it has been recorded, sign for it in the record book.

(5) A book may be kept for two weeks unless it is called for by a department for reference purposes, in which case it must be returned immediately.

4. *Returning a book.* Give it to the Stack Attendant and watch its proper entry.

5. *Fines.* For failure to return books or

renew them on time a fine of four coppers per book per day is charged. Fines should be paid to the Library office as soon as notification is received. Students owing fines are not allowed to use the Library until the fines are paid.

6. *Books borrowed for one, two or three months.* Students desiring to borrow books for prolonged use may do so provided permission is given by the members of the faculty in the department concerned. Special slips are provided for this.

7. *Reference Books.*

(1) Reference books from the Faculty shelves may be read at the Library tables. On entering the Reference Book Alcove, all personal books should be left outside. On leaving the Reference Alcove, a student must sign for every book taken. Return these books to the Reference Attendant.

(2) Reference Books may not be taken out of the Library except at 9:30 p.m. during the week and at 11:45 a.m. and 9:30 p.m. on Saturdays. Books borrowed at 9:30 p.m. must be returned between 8:00 and 9:00 a.m. the following day. Books borrowed at 11:45 a.m. must be returned between 7:00 and 8:00 the same day. Women students may borrow Reference Books 15 minutes ahead of time.

(3) Only *three* Reference Books may be borrowed by each student at any one time.

(4) Students failing to return Reference Books in time will be fined 20 coppers per day, 10 coppers per half day. The second half-day begins at 1:30 p.m. Books taken out on Saturday at noon and not returned till Monday after 9:00 a.m. will be finded 20 coppers for two half days.

8. *Magazines and Newspapers.* No newspapers or magazines may be taken out of the Library by students.

9. *Dictionaries and Encyclopedias* may not be taken out of the Library.

10. *Book Limit.* Students may have out only five English and five Chinese books at one time.

VII. ACADEMIC DISCIPLINE.

1. General Discipline.

The Dean and his associates are the officers charged with the execution of faculty decisions relating to discipline and conduct. The Dean is a 'liaison officer' or 'middle man' between students and Faculty; he should be informed of all cases of misunderstanding or conflict on the part of any members of these two groups, that he may bring his good offices to bear in the solution of any difficulties that may arise.

2. Academic Discipline.

(1) *Administration.* Academic discipline is administered by the Faculty, the Committee on Academic Relations and the Dean.

(2) *Penalties.*

(a) The "Sophomore Stopping Rule." A student who fails to secure Junior ranking, i.e. 68 credits hours and 45 credit points, in five terms, is asked to leave the University.

(b) General types of penalties. These may be assigned for poor intellectual work or for moral delinquencies or for non-attendance on required gatherings or other forms of non-co-operation with the principles and interests of the University.

i. *Warning.* A notice that further penalties await the continuance of the objectionable habit in question.

ii. *Probation.* A student on probation is subject to special limitations as the Dean shall decide. He is under the special guidance of the Dean; if on probation for poor work, his list of proposed student activities must be approved by the Dean. If satisfactory improvement in the fault in question is not made by a student on probation, he may be suspened or dismissed.

iii. *Suspended*, i.e. dismissed for one or more terms.

iv. *Dropped*, i.e. asked to sever his connection with the University.

VIII. STUDENT LIFE.

The number of rules governing student life in F. C. U. are comparatively few. It is believed that presonality grows best in an atmosphere of freedom, self-restraint, and mutual consideration. Many details pertaining to dormitory life and the dinning-room are left entirely to the management of the Self-Government Association.

1. The Committee on Student Relations.

This Committee is the Standing Committee of the Faculty which is entrusted with the responsibility of general supervision over various phases of student life. The Dean is *ex-officio* a member of the Committee. Members of this Committee endeavor to keep in close touch with all phases of student life, to secure close co-operation between the students and the faculty, and to understand the viewpoints of students concerning problems of college life.

Besides sharing in the promotion of community recreation, the Committee sponsors arrangements for small gatherings in faculty homes and other places to promote intimate contacts and personal friendships.

This Standing Committee has two subcommittees: one on Health Conditions and the other on Athletics.

2. Student Activities.

F. C. U. students are encouraged to participate in different forms of activities outside of the academic studies. It is recognized that participation in such activities produces much benefit which cannot be gained from class-room studies only. The personnel office keeps a record of the kinds and number of activities in which each student participates during the year, with a view to promoting his maxumum growth.

The following is a list of active clubs organized by students and recognized by the faculty:—

The Chemistry Club.
The Chinese Boxing Club.
The Chinese Literature Club.
The Chinese Poetry Club.
The Dramatic Club.
The Education Club.
The English Speaking Club.
The Fukien Culture Society.
The Glee Club.
The Mathematics-Physics Club.
The Natural History Club.
The Piano Club.
The Rural Service Club.
The Self-Government Association.
The Social Science Club.
The Student Christian Association.

No 2 Academic Regulations (1)

Trustees

協大教務規則

民國廿九年秋季

教務處編

要目

(一) 註冊

(1)註冊手續。註冊手續可分下列諸項。

㈠ 報到。學生到院時，須先到教務處報到；並向註冊課領取各種註冊表格。

㈡ 檢驗體格。各生於每學年開始時須受本院醫師檢驗，凡身體不合格或有傳染病者，不得入學。

㈢ 選課。學生選課須商請系主任指導，並將所欲修讀之課程抄錄於選課單上，呈繳教務處。

㈣ 註冊。所選課程經教務長核准後，即可正式註冊。

㈤ 繳費。各生註冊後，得向會計處繳納各費。

㈥ 領取上課證。學生繳費後，可向註冊課領取各科上課證，凡未領上課證者，不得入班聽課。

注意：學生須親自來院選課註冊，不得託人庖代。凡因特殊情形不能到校者，須先函向教務處請假，並須於函內列出所擬選讀之課程。

(2)逾期註冊。各生須按期來院註冊繳費，逾期者罰款二元，惟於註冊截止後，概不准入學。

(3)各年級學生修讀之學分數以各學系課程表內所規定者為限。

(4)學生於前學期學業成績平均達七十五份以上者，可准多修一學分；成績平均達

八十二份以上者，可准多修二學分。

(5)每學分學業以每週上課一小時，及課外作業二小時爲準；科學試驗功課，以每週三小時作業爲一學分。

(6)凡學生修讀課程，每學期在十二學分以下者，須呈請教務長之許可；所繳學費每學分以三元計算。

(7)學生於開學一星期內，得改選課程，惟須呈請教務長核准，逾期不得再改。凡有任意輟修課程者，概以不及格論。

(二) 記分法

(1)本院所用記分法如左：

㈠ 九十份至一百份爲甲等，即於修讀規定功課外，益以相當研究而具有心得者。

㈡ 八十份至八十九份爲乙等，即完成課程中所必修之工作者。

㈢ 七十份至七十九份爲丙等，只具平常成績者。

㈣ 六十份至六十九份爲丁等，認爲及格。

㈤ 六十份以下者爲不及格。

(2)每學分成績在九十至一百份者，爲四績點；八十至八十九份者，爲三績點；七十至七十九份者，爲二績點；六十至六十九者，爲一績點。六十份以下者不計績點。

(3)學生所修之學分，及其所得之績點，俱由教務處註冊課登記於學業成績簿上。

(3)學生成績業經評定，認爲不及格者，不得請求補考。

(三) 編級法

(1)第一學年爲第一年級。

(2)修滿三十四學分及軍事訓練或軍事看護課程者，編爲第二年級。

(3)修滿六十八學分者，爲第三年級。

(4)修滿一百零二學分者，爲第四年級。

凡學生未經核定其應屬何級者，暫作未編級論。

(四) 畢業及學位

(1)本院畢業標準規定如次：

㈠ 品行優良。

㈡ 學業成績：

(a)修完一百三十四學分(教育學系學生須修畢一百四十學分)並獲得二百九

十五績點。所修成績中，須有四分之三成績在七十份以上。

(b)修完軍事訓練(或軍事看護)及體育課程。

(c)修畢共同必修課程。

(d)修畢主修課程。所修學分中，須有四分之三成績在七十份以上。

(e)畢業考試成績，經畢業考試委員會認爲滿意。

㈢畢業論文：

(a)畢業論文寫作時，須商請本院教師一人指導。

(b)畢業論文須於規定日期呈繳教務處，逾期不准畢業。

(c)畢業論文英漢均可。凡用英文寫作者，須備二份。

(d)畢業論文內容，須包括下列諸項：本問題研究之歷史，研究之方法，研究之結果，討論，及參考文獻等。

㈣農科各學系學生于畢業前須利用假期實習。經該科各學系主任考核成績及格。

(2)本院學生修業期滿經核准畢業者，由本院填具畢業證書，呈請教育部驗印，並頒予學士學位。

(3)本院由美國紐約州立大學授權給予美國大學畢業資格，凡由本院畢業者得免試赴美升學。

(五) 缺課及請假

(1)課堂缺席。

㈠本院學生須按時上課，不得無故缺席。

㈡凡因團體旅行或其他課外活動必須缺席者，須預向教務處請假。

㈢學生在某課程因故缺席達三星期者，即以不及格論，惟遇特殊情形可呈請教務處准其輟讀。

㈣缺席稽核係自上課日起。學生註册或繳費遲遲者，俱以缺席論。

(2)缺考。

㈠學生如有不得已事故未能參加月考時，須向教務處申請補考，經核准後，每課程須繳補考費一元，由本課程教師舉行補考。

㈡學生如有因事未能出席於學期考試者，應先期具函請求補考，並須敍述理由，經教務長核准後方准補考。

㈢學生如有因病不能應學期考試者，須呈驗本院醫師證明書，經教務處核准後方予補考。

㈣學期試驗補考，在下學期開始兩月內舉行。學生欲補考者，每科須繳補考費兩元；補考不出席者，概以不及格論。

㈤ 學生因故輟學不能應學期考試者，限於離校三學期內，來院補考，否則以不及格論。

㈥ 學生對於各科教員指定應修之課業，在學期結束時，猶未完竣者，概作『未完』論。凡『未完』之課業，均須於第二學期開學後兩個月內補完，如再逾期，概作不及格論。

(3)集會缺席。

㈠ 學生對於 總理紀念週，缺席達二次者，由教務處發函警告；三次者，除再函警告外由教務處通知學生家長；達四次者即予停學。

㈡ 學生對於早晚昇降旗缺席達十五次者，由教務處發函警告；二十五次者，除再函警告外，由教務處通知學生家長，達四次者即予停學。

附註：昇降旗遲到二次者，以缺席一次論，制服不完全者，以缺席論。

(六) 暑期補課

(1)學生未赴暑期學校以前，須先向教務長商准後，所收學分方予承認。

(2)本院所承認之暑校學業，以四學分為限。

(3)暑校成績在七十份以下者，概不予承認。

(4)主修課程須在本院修讀，暑校所修者概不承認。

(5)學生於最後一學年，若缺學份者，不得以暑校所修課程補足之。

(七) 轉學

(1)學生擬轉學他校者，須呈請教務處填寫轉學書，並隨繳四寸半身相片二張。相片未隨附者，轉學書不能填發。

(2)學生欲轉學他校者，本院教務處除寄發轉學書外，其餘報名手續概不負責。

(3)所有轉學證書，概由本院教務處直接寄往擬轉之學校。

(4)院內欠款未經還清者，不給轉學書或其他證明書。

(5)肄業學生，每人得向教務處請求填寫轉學書乙份，醫學預科學生可給兩份。此外須納手續費：肄業証明書每份五角，學業成績證明書每份二元。

(八) 休學

(1)學生在學期中，因故自行休學者，須具聲明書呈請教務處核准。

(2)學生在學期中，因病經院醫診斷其不能繼續修讀者，得令其休學。

(3)學生休學經核准後，所繳各費除剩膳費及科學賠償費外，均不退還。

(4)學生在休學前，須將校內欠款及圖書還清，方准離校。

(九) 復學

(1)學生因故休學，欲回校復學時，須先期呈請教務處核准。

(2)學生復學時，其應修課程及學分數，須按復學時所規定者爲準。

(十) 退學

(1)學生有左列情形之一者，得令其退學或轉學他校。

(a)凡修畢第二年級第二學期，其主修課程未得各該系主任核准者。(半讀生不在此限。)

(b)凡于五學期內，未得編三年級者。(半讀生不在此限)

(c)凡學業成績太低無修讀本院課程之學力者。

(2)學生違犯校規或有不正當之行爲者，經院務會議議決，得令其停學或退學。

(十一) 各科考試條例

(1)本院各科考試，分臨時，學月，及學期三種。

(2)臨時考試用筆試或口試，由各教師自定，惟月考及期考，須用筆試。

(3)各科試卷，由教務處規定格式，交由本校書局製售。(考試時由各教師依照參與考試學生人數向書局領用並登入各該系賬內)

(4)各科學期攷試均須用毛筆或鋼筆書寫，不得潦草。

(5)學生在考試期內，因事或因病(須取得醫生証明書)請假經教務處核准，發給補考証者方得補考。

(6)各教師于月考後一星期內，須將各該科學生成績，送交教務處，期考後二星期內，須將成績連同考卷，一併繳交教務處存查。

(7)本條例經教務會議通過後施行。

(十二) 專科以上學校學生學業成績考核辦法

教育部爲提高專科以上學校學生程度，謀高等教育質量之改進起見，特訂定專科以上學校學生學業成績考核辦法，其要點如下：

(1)臨時試驗每學期內至少須舉行一次，該項試卷由校妥爲保存，在一年以內，本部得隨時令飭調閱，或于派員視察時，按照課程抽閱之。

(2)學生平時聽講筆錄，讀書扎記，以及練習，實習，實驗等報告，應與臨時試驗分別合併核計，作爲平時成績，調閱方法與前條同。

(3)學期試驗應于每學期之末嚴格實施，不得提早舉行，學期試驗成績，并須與平時成績合併核計，作爲學期成績。

前項學期試驗成績，須依照規定，于學期終了時，造册呈部備核。本部并得隨時抽閱某科試卷。

(4)學期試驗如不及格科目之學分數逾該學期修習學分總數三分之一以上者，應令留級，逾二分之一以上者，應令退學。

(5)畢業試驗改爲總考制，除考試最後一學期科目四種以上(至少須有兩種包含全學年之課程)外，并須通考其以前各年級所習專門主要科目三種以上，不及格者，不得畢業。

前項畢業試驗科目須于呈報應屆畢業生時，報部核定。

(6)畢業試驗委員會，及學生畢業論文務須依照大學規程及修正專科學校規程之規定，嚴格實施。

(十三) 本校導師制實施計劃

(1)由教務處將各系主修生名單檢送委員會及各系主任。

(2)由委員會商同各系主任將主修生分配爲若干組，每組人數最多以十人爲度，組設導師一人，由委員會商同各系主任，徵求各該系專任教員之同意充任之。

(3)各系中主修生人數過多，可由委員會商請副修各系專任教員担任訓導。

(4)第一年級導師由委員會就該班教員中指定之。

(5)訓導方式不拘一種，除個別訓導外，教師應充分利用課餘及例假時間，開座談會遠足會等，作團體生活之指導。

(6)導師除對於學生之學業應負訓導責任外。宜隨時檢查各學生之個性行爲及身心攝衛各項，並依照訓導格式詳密記載。俾供日後參巧。

(7)各組導師每月舉行訓導會議一次，報告各組訓導情形並討論關于訓導的各種問題，訓導會議以院長爲主席。

(8)部頒導師制綱要及本院實施辦法(導師及學生名單)由院長公佈之。

(十四) 圖書館規則

(1)時　間：星期一至星期六　上午七時至十一時。
下午十二時三十分至四時三十分。
晚間五時三十分至九時。
星期日下午十二時半至四時半，晚間五時半至九時。

(2)借　書：每人以英漢書籍各一種爲限，借期以一星期爲限，如欲多借，應經該系主任簽准，並經本館主任同意。

(3)罰　款：凡過期未還書籍，每本每日罰洋壹分。

(4)參考書：指定參攷書不得借出館外，惟晚間八時半以後未閱畢者，得准出借，翌晨七時以前，即須交還，逾限一小時罰款二分，以後每小時遞加一分，不足一小時，以一小時論。

參攷書同時最多只准借閱兩本，時間以一小時爲限，限內如有他人預定，管理員得向取回，惟無人預定者，則不在此例。

凡於非規定時間內，私將參攷書攜出館外者，每小時罰洋壹角。

參考書於晚間八時半後，如須借出館外者，須攜至借書處加蓋「准借出館」字樣，否則均以私攜出館論。

預約參考書同書同時只限一人，其預約時間只限下一點鐘，例如八時預約，只限九時取書。凡屆時不來領取者，則取消其預約。該書可由他人借閱。

(十五) 學生轉科轉系規則

本校學生如欲改換主修學系者，須向教務處申請，並按照左列科目於本校舉行入學考試時，前往各代考處參加考試，否則不予辦理。

㈠理科農科擬轉入文科者應加試：外國史地。

㈡文科學生擬轉物理化學二系者應加試：數學（高等代數，解析幾何），化學，物理。

㈢文科學生擬轉生物學系及農科者應加試：數學（高等代數）生物，物理或化學。

㈣物理化學系學生擬轉農科及生物學系者應加試：生物學。

㈤農科及生物學系學生擬轉物理化學二學系者應加試：數學（解析幾何），物理或化學。

附則：上列科目凡曾在校修畢及格者准予免試。

(十六) 獎學金

獎學金頒給辦法

(1)本院一切獎學金之給予，均由教務會議審定之。

(2)任一學生不得同時領受兩項獎學金。

(3)凡經審定領受獎學金之學生，若於學期開始時未來校註冊者，即行取銷其獎學金。

(4)凡領受獎學金之學生，如有冒充清貧或僞造證明文件等情事經查明屬實者，除停止獎學金待遇外，本校得向該生或其保證人追繳其已領受各費。

(一) 新生獎學金

(1)本院每年由錄取之新生中，選出各項成績最優者三名，每名得免納學費一學期。

(2)凡經立案中學之畢業生，在原校學業成績最優，由原校校長推薦，並經本院入

學考試及格者，每名納得免學費一學期。

（二）中學教員進修獎學金

(1)名額：凡經本院承認之中學得保送教員一人來院請求給與進修獎學金，每校以一人為限，經畢業後方得續行保送。

(2)金額：每學期定為國幣壹百圓，得於每學期註冊時撥為繳費用。

(3)資格：請求進修獎學金者，須具備下列各條件：

㊀ 高中畢業，經本院入學考試及格者。

㊁ 曾在保送之中學任專任教員二年以上者。

㊂ 經原校校長証明，畢業後，仍回校服務者。

㊃ 學業成績平均在七十五份以上者。

(4)附則：凡領受本項獎學金之學生，須在本院修畢四年學程，如中途離校，應由原保送學校賠償其所領之獎學金。

（三）李冠芳主任紀念獎學金

此項獎學金，計三名，每名免納學費一學期，分配如左：

(1)文科一名 由第一年級文科學生中品學最優者得之。

(2)理科一名 由第一年級理科學生中品學最優者得之。

(3)農科一名 由第一年級農科學生中品學最優者得之。

（四）莊才偉校長紀念獎學金

本院為紀念已故莊校長才偉對本院之功績起見，特設獎學金三名，每年就第二年級文理農各科學生中選其品學最優者頒給之。

（五）陳弢庵先生文化獎學金

本院以陳弢庵先生惠贈多量書籍，特設文化獎學金三名，每年就第三四年級文理農各科學生中選其品學最優者頒給之。

（六）益友獎學金

本院為鼓勵科學教育起見，特設益友獎學金一名，計壹百元正。每年由一年級以上科學學生中選其成績最優及品行優良者給予之。

（七）清寒免費學額

本院依照 教育部令為獎助家境清寒，體格健全，資稟穎異，操行端正，學業優良之學生起見，特設免費學額三十名。辦法如次：

(1)免費學額每學期定爲四十元。
(2)免費學額酌量分配於各年級學生。
(3)免費學生成績總平均須在七十五份以上。
(4)免費學額之給予，由教務委員會審定之。

(八) 醫學獎學金

此項獎學金額，每年計國幣七十元正。得獎之標準如左：
(1)修畢本院三年或四年醫預課程之學生，選其各科成績最優並投考醫學院業經錄取者，給予此項獎學金。
(2)遇有兩生各科成績相等時，委員會得斟酌其他情形決定之。
(3)得獎學生，學業成績平均須在八十份以上。

(九) 留美獎學金

(1)本院爲鼓勵學生赴美升學起見，已與美國數大學商定獎學金及優待辦法，入校後除給予獎學金外，並可由肄業學校代尋相當工作，藉謀一部份之自給。
(2)凡欲申請此項獎學金者，須在本院修業兩年以上。
(3)申請者在院各學期學業成績總平均，須在八十份以上。

(4)申請者須先向教務處領取報名表格，填寫後貼附最近四寸半身相片一張，於一月卅一日以前呈繳該處。
(5)報名時須繳醫生証明書及在美費用準備金證件。準備金額最少美金六百元。
(6)申請者須受英文測驗，成績及格者方予轉薦。

(十) 校友會獎金

本院十五週紀念時，校友募集基金，以其利息設置校友會獎金，由校友獎金委員會管理之。此項獎金每年就上下學期兩屆畢業生中，擇其各項成績最優者頒給之。其選擇辦法，係由獎金委員會，分請母校教授會及學生全體分別選定一人，交校友獎金委員會審議作最後之決定。至評選標準，則分爲三項如左：
(1)具有優良品性者，尤其注意服務精神，合作精神，責任心，判斷力，愛國心，創造力，社交能力及對於院內團體生活之貢獻。
(2)在院四年學業成績，平均在八十份以上者。
(3)具有健康體格，及平衡情緒生活者。

(十七) 工讀辦法

本院爲補助清寒學生起見，自民國廿七年秋季起，特定工讀辦法如左：

(1)本院清寒學生，得向總務處申請給予工作，并填寫申請表格。
(2)工讀生工作，定爲各學系，各實驗室，各辦公處之助理員，及農場或院內一切勞働工作。
(3)工讀生每星期工作時間，不得超過十小時，以免妨碍功課。
(4)工讀生工作之分配方法如下：㈠各系處將所需學生担任之工作時間，預向總務處填報。㈡總務處按各工讀生之志願與能力，妥爲分配，俾供求得以調劑。
(5)工讀生之工作分配後，由僱用該生之各系處負責監督，并於每月終發給證明書，申述工作情形，繳交總務處，以便發給工資。
(6)工讀生之工資，每小時以國幣二角四分計算，於每月終發給。教職員或眷屬向總務處僱用工讀生爲其私人工作者，得按普通工人工資率計算，繳交會計處，其差短之數，由學校津貼之。
(7)工讀生於開學繳費需要整數欵項時，得以該學期工作應得之薪金爲担保，向總務處申請貸欵，經該處審查許可後，得於註冊日先行借與該生全學期工資之一部或全部，但應以按月所得之工資抵還。
(8)貸欵之工讀生，不論因何事故缺工，致所得工資不敷抵償借欵時，應於季末以現金補償。不能以現金補足時，則於次學期工作應得之工資內抑償。
(6)以上各規則得隨時由總務會議修改，經院務會議通過後公佈之。

(十八) 教務會議規則

第一條 本會議以左列人員組織之。
(1)教務長。
(2)各科系主任。
(3)教務處各主任。

第二條 本會議以教務長爲主席。

第三條 本會議以每星期開會一次，由教務長召集之，必要時得召集臨時會議。

第四條 本會議審議左列事項：
(1)關于學生之考試及常識。
(2)關于學術演講及出版。
(3)關于課程及教務方面章則之制定。
(4)關於教務方面學生之各項請求。
(5)關於教務方面教員之各項建設。
(6)院長交議事件。

本會議議決事項，由教務長送請院長公佈執行。